

CHAPTER 7

FINANCIAL MANAGEMENT RECORDS 7000-7999

THE RECORDS DESCRIBED IN THIS CHAPTER ARE ACCUMULATED IN CONNECTION WITH THE FINANCIAL MANAGEMENT OF THE DEPARTMENT OF THE NAVY (DON). THEY RELATE TO BUDGETING, DISBURSING, APPROPRIATION, FUND, AND COST ACCOUNTING, PROPERTY ACCOUNTING, PAY ADMINISTRATION ACCOUNTING; AUDITING (INCLUDING INTERNAL AND CONTRACT AUDITING); INDUSTRIAL FUND ACCOUNTING AND FINANCING; FINANCIAL MANAGEMENT REPORTING AND STATISTICS; AND OTHER COMPTROLLER-TYPE OPERATIONS OF APPROPRIATED AND NONAPPROPRIATED FUNDS.

RETENTION PERIODS PRESCRIBED IN THIS CHAPTER ARE APPLICABLE TO THE DESCRIBED RECORDS THROUGHOUT THE DON.

CUT OFF AND DISPOSAL OF FISCAL FILES. BUDGETARY RECORDS, APPROPRIATIONS, FUNDS, COST ACCOUNTING, AND OTHER FISCAL ACCOUNTING RECORDS SHOULD BE CUT OFF AND DISPOSED OF ON A FISCAL-YEAR (RATHER THAN ON A CALENDAR-YEAR) BASIS.

EXCEPTIONS TO DISPOSAL STANDARDS. REGARDLESS OF RETENTION PERIODS SPECIFIED IN THIS CHAPTER, RECORDS DIRECTLY RELATING TO MATTERS LISTED IMMEDIATELY BELOW WILL NOT BE DESTROYED UNTIL FINAL CLEARANCE IS RECEIVED OR SETTLEMENT OF THE CASE:

- AN OUTSTANDING EXCEPTION BY THE GENERAL ACCOUNTING OFFICE (GAO);
- AN UNSETTLED CLAIM BY OR AGAINST THE UNITED STATES;
- A CASE UNDER LITIGATION; OR
- AN INCOMPLETE INVESTIGATION.

IN ADDITION, RECORDS RELATING TO FUND AUTHORIZATIONS UNDER WHICH A STATUTORY VIOLATION IS OUTSTANDING WILL NOT BE DESTROYED UNTIL NOTIFICATION IS RECEIVED THAT THE CASE HAS BEEN CLOSED.

HOWEVER, ANY TEMPORARY EXTENSION OF AN APPROVED RETENTION PERIOD MAY BE MADE ONLY WITH THE PRIOR WRITTEN APPROVAL OF THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA), AS SET FORTH IN 41 CFR 101-11.406-8 AND REQUIRED BY 44 U.S.C. 3303a.

ANY PERMANENT ALTERATION OF AN APPROVED RETENTION PERIOD MAY BE MADE ONLY WITH THE PRIOR WRITTEN APPROVAL OF THE NARA, AS SET FORTH IN 41 CFR 101-11.406.7 AND REQUIRED BY 44 U.S.C. 3303a.

SSIC 7000-7099

GENERAL FINANCIAL MANAGEMENT RECORDS

SSIC 7000

1. FINANCIAL MANAGEMENT PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO FINANCIAL MANAGEMENT MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY-WIDE FINANCIAL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE ASSISTANT SECRETARY OF THE NAVY (ASSTSECNAV) (FINANCIAL MANAGEMENT AND COMPTROLLER (FM&C)), THE CHIEF OF NAVAL OPERATIONS (CNO), AND THE COMMANDANT OF THE MARINE CORPS (CMC). RECORDS RELATE TO SUCH MATTERS AS:

a. Navy-wide policies and procedures governing the development of actions and positions taken regarding Congressional budget authorization and appropriation actions.

b. Navy-wide policies and procedures governing appropriations expenditure and obligations.

c. Navy-wide policies and procedures established by the ASSTSECNAV (FM&C) governing the development, establishment and execution of budget plans and programs.

d. Navy-wide policies governing the military and civilian payroll accounting systems.

e. Navy-wide policies, plans and procedures governing general disbursing programs.

f. Navy-wide policies and procedures relating to performance and conduct of audits and internal reviews.

g. Navy-wide policies and procedures governing the development and execution of the Navy Industrial Fund (NIF) program.

h. Other Navy-wide policies, programs and procedures in the financial management area.

Permanent. Transfer to WNRC when 4 years old.
Offer to NARA in 5 year blocks when 20-25 years old.

NOTE: In retiring records to WNRC, activities should cite SSIC 7000.1 and the appropriate sub-item as the disposal authority on the SF 135 (i.e., 7000.1c).

Activities may retire records accumulated under more than one sub-item of SSIC 7000.1 in the same accession. If this is done, the SF 135 should indicate the relevant sub-items.

2. FINANCIAL MANAGEMENT GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY FINANCIAL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING FINANCIAL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY SSIC 7000.1). THESE RECORDS INCLUDE:

a. Correspondence relating to specific financial transactions (except for files relating to precedential and/or highly significant actions, accumulated by high echelon offices responsible for Navy-wide policies which should be filed under SSIC 7000.1).

b. Routine requests for information concerning Navy financial policies that do not involve the establishment or revision of policy.

c. Comments on directives, studies, reports, and

other issuances accumulated by offices not responsible for their preparation.

d. Issuances prepared by lower echelon offices which merely transmit or adapt for local conditions, policies and procedures established by higher level offices and relating background papers.

e. Copies retained by preparing offices of reports submitted to higher echelon offices, with related feeder material and background papers, including management improvement reports, cost reduction reports, and comparable reports.

f. Evaluation of suggestions that do not result in issuing an instruction or establishing a project.

g. Extracts of reports. Reports of inspections, surveys, or audits that pertain to the operation of the missions or functions.

h. Records relating to any other aspects of financial administration exclusive of records appropriate for filing under SSIC 7000.1.

Destroy in accordance with SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: Destroy when 4 years old. Earlier disposal is authorized if records are no longer needed for current operations.

3. UNIDENTIFIED RECORDS. Records relating to Navy and Marine Corps financial management operations that are not described in this chapter.

Disposition not authorized. Submit an SF 115 following the guidelines of part II, paragraph 4.

4. FINANCIAL MANAGEMENT REFERENCE PAPER FILES.

a. Notes, Drafts, Feeder Reports, News Clippings, Similar Working Papers, and Other Materials. Items accumulated for preparation of a communication, study, investigation, survey, inspection, or other action. This definition does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other records.

Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.

b. Cards, Listings, Indexes, and Similar Documents
Used For Facilitating and Controlling Work.

Remove from related records and destroy when work is completed or no longer needed for operating purposes.

c. Copies of Technical Documents. Intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publications files.

Destroy when superseded, obsolete, or no longer needed for reference.

d. Copies of Documents Received for General Information. Copies that require no action and are not required for documentation of specific functions.

Destroy when 1 year old or no longer needed, whichever is sooner.

e. Extra Copies. Documents maintained by action officers which reflect actions taken by the action officer. (Such files should not be established unless absolutely necessary.)

Destroy when 1 year old or no longer needed, whichever is sooner.

f. Copies of Documents. Items accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element that are responsible for performing the action, process, or function. (Such files should be established only when necessary, not in each office of the same organizational element.)

Destroy when 1 year old or no longer needed, whichever is sooner.

5. INVESTIGATIVE REPORTS. Reports relating to investigations into misuse of funds or monies.

Destroy when 10 years old.

SSIC 7010

NONAPPROPRIATED FUNDS RECORDS

**THESE RECORDS ARE ACCUMULATED BY
MORALE, WELFARE, AND RECREATION
FACILITIES AND ACTIVITIES FINANCED FROM**

NONAPPROPRIATED FUNDS (NAF), SUCH AS, BUT NOT LIMITED TO, MILITARY MESSES AND CLUBS, EXCHANGES, HOSTESS HOUSES, CIVILIAN CLUBS, CAFETERIAS, SNACK BARS, STORES, AND MILITARY AND CIVILIAN RECREATION ACTIVITIES.

1. FINANCIAL ADMINISTRATION RECORDS OF NAF ACTIVITIES. All records relating to financial administration, including financial statements and reports, checkbooks, journals, vouchers, balance sheets, and other books and records of accounts but excluding meal sales tickets.

Destroy when 3 years old except Marine Corps activities retain for 4 years or upon disestablishment, forward reserve recreation fund records to Director of appropriate Marine Corps District, and other recreation fund records to the regional nonappropriated fund auditor; forward other records not yet audited to CMC (MS).

a. Bookkeeper's copy of meal sales tickets.

Destroy when 1 year old or once an audit of cash control procedures has occurred, whichever occurs earlier.

b. Kitchen copies of meal sales tickets.

File numerically by month and retain no longer than 3 months.

2. CHARTERS, CONSTITUTIONS, BY-LAWS, AND SIMILAR RECORDS. Files which document the authorization and establishment of the activity.

Destroy 3 years after supersession or cancellation.

3. ADMINISTRATIVE RECORDS. General correspondence files, including reports, minutes of meetings, and other papers relating to the operation of the activity.

Destroy when 2 years old.

4. EMPLOYEES' INDIVIDUAL EARNING RECORDS. Earning records or other similar summary records of individual employees' earnings.

Place in inactive file when individual leaves activity's employment; transfer inactive files in annual blocks to National Personnel Records Center (NPRC) Civilian Personnel Records (CPR), 111 Winnebago St., St. Louis, MO 63118. Destroy 10 years after

employment is terminated.

5. EXCHANGE RECORDS.

Apply SSIC 7010.1-4, whichever is appropriate.

6. RECREATION FUND AND MESSES AND CLUBS RECORDS.

Apply SSIC 7010.1-4, whichever is appropriate.

7. PERIODIC LISTING OR OTHER REPORTS OF NAF ACTIVITIES.

Destroy when 2 years old.

SSIC 7020

CROSS/COMMON SERVICING (DOD) RECORDS

1. AGREEMENTS FILES. Documents relating to agreements between elements of DON and other federal departments and agencies, or between DON and other non-federal organizations or agencies, but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations for the purpose of providing or obtaining various types of supporting services. The services include logistic, medical, administrative facilities, and similar support on a one-time or continuing basis, and on a reimbursable or non-reimbursable basis. Included are agreement checklists, amendments, reviews, comments, related correspondence, and similar documents.

Destroy 3 years after supersession, expiration, or termination of the agreement.

SSIC 7030

WORK FOR OTHER AGENCIES RECORDS

1. GENERAL CORRESPONDENCE FILES. Records relating to work done for other agencies. (Exclude primary program correspondence filed under SSIC 7000.1).

Destroy when 3 years old.

SSIC 7040

SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS

1. PROGRAM AND FINANCIAL CONTROL FILES.

a. ASSTSECNAV (FM&C) Headquarters (HQ) Analyses. Analysis records of current and projected financial and quantitative data to ascertain financial requirements and progress in terms of obligations and expenditure rate of DON's appropriations and reports on significant trends.

Cut off at end of fiscal year. Transfer to WNRC when 5 years old. Destroy when 10 years old.

b. DATA AUTOMATION PLANNING AND OPERATION SUPPORT RECORDS. Records which help document the use of computer systems and programs in support of the budget process: Computer reports, users' manuals, and correspondence with programming and Automatic Data Processing (ADP) support activities, and similar records.

Transfer to WNRC 1 year after supersession. Destroy 6 years after supersession. (If related tapes are permanent, retain with tape.)

c. Preparations and Reviews. Records documenting the estimates of obligations, expenditures, and annual carry-over of availability. (For establishment of reprogramming procedures and processes for reprogramming action to Congress when appropriate, see SSIC 7133.)

(1) DON reprogramming policy and procedures. (Exclude Primary Program Correspondence covered by SSIC 7000.1)

Destroy when superseded or obsolete.

(2) Reprogramming actions

Destroy 3 years after account expires for obligation purposes.

d. Documents Used to Prepare Fiscal Reports. Financial statements, charts, and graphs to support budget presentations, studies, and economic analyses. (Exclude records covered by 7102.1)

Destroy when 3 years old.

SSIC 7041

MILITARY PERSONNEL RECORDS

1. DON MILITARY PERSONNEL RECORDS. Reviews, evaluations, and recommendations on DOD components Program Objectives Memoranda (POM) budget requests,

apportionment requests, and budget execution plans for active duty military, reserve component, and retired military personnel. Reviews and studies which monitor the execution of the budget for military personnel appropriation.

Permanent. Transfer to WNRC when 10 years old.
Offer to NARA 10 years after transfer.

2. **WORKING PAPERS.** Budget background records used in preparation of military personnel appropriation.

Destroy 1 year after the close of the fiscal year covered by the budget.

3. **GENERAL CORRESPONDENCE FILES.** Records of a routine internal nature.

Destroy when 3 years old.

SSIC 7042

OPERATIONS AND MAINTENANCE RECORDS

1. **REVIEW, EVALUATION, AND RECOMMENDATION DOCUMENTS.** Files used for the POM budget requests, apportionment requests, and budget execution plans for the annual cost of operations and industrial funds. These files are accumulated at ASSTSECNAV (FM&C) CMC (P&R).

Permanent. Transfer to WNRC when 10 years old.
Offer to NARA 10 years after transfer.

2. **REPORTS OF THE EXECUTION OF THE BUDGET RELATING TO OPERATIONS FUNDS.** Evaluation reports and documents which monitor financial execution.

Transfer to WNRC when 3 years old. Destroy when 25 years old.

3. **CORRESPONDENCE (WORKING) FILES.** Budget background records used in preparation of Operations and Maintenance, Navy (O&MN) budget.

Destroy 1 year after close of fiscal year covered by the budget.

SSIC 7043

PROCUREMENT RECORDS

1. **PROCUREMENT FILES.** ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and

make recommendations on POM budget requests apportionment requests, and budget execution plans for all procurement appropriations and stock funds.

Permanent. Transfer to WNRC when 3 years old.
Offer to NARA when 20 years old.

2. **WORKING PAPERS.** Budget background records used in preparation of procurement appropriations.

Destroy 1 year after close of fiscal year covered by the budget.

3. **GENERAL CORRESPONDENCE FILES.** Records of a routine internal nature.

Destroy when 3 years old.

SSIC 7044

RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS

1. **RESEARCH AND DEVELOPMENT (R&D) FILES.** ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and make recommendations on DOD components POM budget requests, apportionment requests, and budget execution plans for all RDT&E apportionments of the DOD. Studies and reports which monitor execution of the budget for research and development appropriation. (Include reviews, evaluations, budget requests, studies and reports.)

Permanent. Transfer to WNRC when 3 years old.
Offer to NARA when 20 years old.

2. **WORKING PAPERS.** Budget background records used in preparation of R&D appropriations.

Destroy 1 year after close of fiscal year covered by the budget.

3. **GENERAL CORRESPONDENCE FILES.** Records of a routine internal nature.

Destroy when 3 years old.

SSIC 7045

MILITARY CONSTRUCTION RECORDS

1. **FORMULATION AND PREPARATION RECORDS.** Records that document the annual and other military construction programs, based on inputs from the major claimants for consideration.

Destroy when 15 years old.

2. **WORKING PAPERS.** Budget background records used in preparation of military construction appropriations.

Destroy 1 year after close of fiscal year covered by the budget.

3. **GENERAL CORRESPONDENCE FILES.** Records of a routine internal nature.

Destroy when 3 years old.

SSIC 7050

HOST-TENANT RELATIONSHIPS (INTRA-NAVY) RECORDS

1. **BUDGET/FUNDING RECORDS.** Records relating to intra-Navy host-tenant relationships based on and in conformance with all applicable statutes; with regulations and policies of the Office of Management and Budget (OMB), GAO, and DOD and with mission and support assignment made by the Secretary of the Navy (SECNAV), and the CNO, and CMC. Areas of support include supply, medical and dental, fiscal, troop feeding, local transportation, firefighting, common-use facilities, and preservation of facilities.

Destroy when superseded, obsolete, or no longer needed for reference.

SSIC 7051

HOST-TENANT RELATIONSHIPS (INTER-SERVICE/AGENCY) RECORDS (RESERVED)

SSIC 7100-7199

BUDGETING RECORDS

THE RECORDS IN THIS (7100-7199) SERIES COVER BUDGET AND APPORTIONMENT RECORDS CREATED OR ACCUMULATED BY ACTIVITIES AND OFFICES IN CONNECTION WITH THE PREPARATION AND JUSTIFICATION OF BUDGET PROGRAMS FOR SUBMISSION TO THE OFFICE OF ASSTSECNAV (FM&C) FOR PREPARATION OF A NAVY-WIDE BUDGET. IT PROVIDES FOR DISPOSITION OF BUDGETARY STATEMENTS, BUDGET ESTIMATES, APPORTIONMENT RECORDS, AND WORK PAPERS OF DEPARTMENTAL ACTIVITIES AND OFFICES, AS

WELL AS THE MORE DETAILED BUDGETARY STATEMENTS, ESTIMATES, AND WORK PAPERS OF OTHER OPERATING UNITS, FIELD ACTIVITIES, AND OFFICES. PROVISION IS MADE FOR THE PERMANENT RETENTION OF RECORDS OF THE OFFICE OF ASSTSECNAV (FM&C) THAT REFLECT ITS NAVY-WIDE BUDGET RESPONSIBILITIES.

SSIC 7100

GENERAL BUDGETING RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Records relating to the administration and execution of budgetary functions. (Exclude primary program correspondence covered in SSIC 7000.1.)

Destroy when 2 years old.

2. **BUDGET BACKGROUND RECORDS.** Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates.

Destroy 1 year after close of fiscal year covered by the budget.

3. **BUDGET REPORT FILES.** Periodic reports on the status of appropriation accounts and apportionment.

a. End of Fiscal Year Annual Report.

Destroy when 5 years old.

b. All Other Reports.

Destroy 3 years after close of fiscal year.

4. **BUDGET APPORTIONMENT CALL FILES.**

Destroy 2 years after close of fiscal year.

SSIC 7101

APPROPRIATION STRUCTURE AND LANGUAGE RECORDS

1. **BUDGET GUIDANCE RECORDS.** Manuals, handbooks and other issuances providing guidance to DON activities relating to the preparation, submission and review of DON budget estimates.

a. Record Copies of Issuances with Updates, Revisions and Changes Maintained by ASSTSECNAV (FM&C) CMC (P&R).

Apply SSIC 7000.1a.

b. All Other Copies.

Destroy when no longer needed for reference.

2. **APPROPRIATION LANGUAGE RECORDS.** Files accumulated in connection with the preparation by DON of language specific obligations of funds for inclusion by the Congress in appropriation.

a. Submissions to OSD, with Related Justifications Accumulated by ASSTSECNAV (FM&C).

Permanent. Cut-off when no longer needed for reference. Offer to NARA in 10-year blocks 20-30 years after cut-off.

b. All Other Records, Including Working Papers.

Destroy when no longer needed.

SSIC 7102

EXHIBITS AND FORMAT RECORDS

1. **DON STRUCTURED CHARTS SHOWING ALLOCATION OF BUDGET ITEMS.** Charts, graphs, tables and other records which provide an overview of the programs and items included in the President's budget for DON.

a. Record Copies Accumulated by ASSTSECNAV (FM&C) HQ.

Permanent. Retire to WNRC when no longer needed for reference. Offer to NARA in 5-year blocks when 20-25 years old.

b. Other Copies.

Destroy when no longer needed for reference.

SSIC 7110-7119

BUDGET/ESTIMATES PREPARATION RECORDS

THE RECORDS IN THIS (7110-7119) SERIES ARE RELATED TO BUDGET/ESTIMATES PREPARATION RECORDS AND INCLUDE REGULAR APPROPRIATIONS, INDUSTRIAL/MANAGEMENT FUNDS, STOCK FUNDS, AND SUPPLEMENTAL AND DEFICIENCY APPROPRIATIONS RECORDS.

SSIC 7110

BUDGET/ESTIMATES PREPARATION RECORDS

1. **BUDGET WORKING PAPERS, COST INFORMATION, AND ROUGH DATA.** Files created or accumulated in the preparation of budget estimates and justifications or for budget review purposes.

Destroy 1 year after close of fiscal year.

2. **BUDGET ESTIMATE RECORDS.**

a. Consolidated Records of the Office of ASSTSECNAV (FM&C). Copies of budget estimates and justifications prepared or consolidated in ASSTSECNAV (FM&C). Included are appropriation language sheets, narrative statements, and related schedules and data.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

b. All Other Budget Estimates and Justifications, with Supporting Papers.

Destroy 1 year after close of fiscal year covered by the budget.

3. **FIVE YEAR DEFENSE PROGRAM (FYDP) RECORDS.** Records accumulated in connection with the development, preparation, review, submission, and modification of the DON's FYDP.

a. Guidance Documents Received from OSD. Documents specifying policies and procedures to be followed in the preparation and submission of FYDPs.

Destroy when superseded, obsolete or no longer needed.

b. Machine-Readable data. Data concerning ships, aircraft, military personnel, naval resources and naval research assembled as input and transaction files to the FYDP master or historical file.

Destroy data after three or more update cycles.

c. FYDP Master or Historical File

Destroy previous year's data after OSD has certified validity of current year's data.

d. Computer Output Reports. Output reports from master file generated for Navy and OSD management use, and to provide each major claimant and SYSCOM a record of their data. Includes working papers and other hard copy data submitted to OSD, computer output

microform and paper.

Destroy 6 months after update.

e. Systems Documentation. Documents consisting of descriptions of data elements, systems layouts, codebooks, operators and users manuals, etc.

Destroy in accordance with the instructions applicable to the related file.

4. **POMs AND RELATED RECORDS**. Records relating to the development and submission of POMs.

a. Records Accumulated by CNO and HQMC Offices Responsible for Final Review and Submission of POMs.

(1) Guidance documents received from OSD.

Destroy when superseded, obsolete, or no longer needed.

(2) All other textual records, including POMs and related annexes; submissions by CNO program sponsors; documents reflecting decisions made by boards and committees charged with reviewing program sponsor submissions; DON-prepared guidance documents.

Permanent. Retire to WNRC when 3 years old.
Offer to NARA in 5-year blocks when 20-25 years old.

(3) ADP records.

Submit SF-115 following the guidelines of part II, paragraph 4.

b. All Other Records, Including Submissions by Claimants Accumulated by Program Sponsors.

Destroy when no longer needed for reference.

SSIC 7120-7129

BUDGET REVIEW RECORDS

SSIC 7120

BUDGET REVIEW RECORDS

1. **REVIEW FILES**. Records relating to the development, preparation and submission to OSD and OMB of the DON's budget. Records include submission to ASSTSECNAV (FM&C) from claimants, with related

review and decision documents; OSD program budget decisions; hearings; mark-ups; and reclaims.

a. ASSTSECNAV (FM&C) HQ.

Permanent. Retire to WNRC when 3 years old.
Offer to NARA when 20 years old.

b. All Other Offices.

Destroy 1 year after close of fiscal year to which records relate.

2. **CONGRESSIONAL RELATIONS RECORDS**.

a. Records accumulated by ASSTSECNAV (FM&C) in explaining and defending DON budget estimates before congress and congressional committees. Included are statements and testimonies prepared for DON witnesses; proposed answers to anticipated questions; summaries and analyses of congressional actions; and related records.

Permanent. Retire to WNRC when 5 years old.
Offer to NARA in 5-year blocks when 20-25 years old.

b. Reports and Other Documents Prepared by Congressional Committees Relating to Budget Matters. Included are reports, hearings, copies of Bills and other records issued by the Congress and Congressional Committees concerned with DON's budget and appropriations.

Destroy when no longer needed for reference.

c. General Correspondence Relating to Congressional Relations. Correspondence with members of Congress of a routine non-policy nature. (Exclude records covered by SSICs 7120.2a and 7000.1.)

Destroy when 5 years old.

SSIC 7130

BUDGET EXECUTION RECORDS

1. **GENERAL CORRESPONDENCE FILES**. Records relating solely to the administration and execution of the approved budget. (Exclude primary program correspondence filed under 7000.1c.)

a. Accumulated at ASSTSECNAV (FM&C).

Destroy 1 year after close of fiscal year covered by

budget.

b. Accumulated at All Other Commands.

Destroy 1 year after close of fiscal year covered by budget.

SSIC 7131

APPORTIONMENTS/ALLOCATIONS RECORDS

APPORTIONMENT RECORDS ARE DOCUMENTS (DD 1105) WHICH APPORTION OR REAPPORTION APPROPRIATIONS AND ACCOUNTS TO DON. DEPARTMENT OF TREASURY APPROPRIATION WARRANT (FMS FORM 6200) IS THE DOCUMENT THAT ESTABLISHES AVAILABILITY OF FUNDS IN THE DEPARTMENT OF THE TREASURY FOR DON. ALLOCATION DOCUMENTS (VARIOUS FORMS) ARE THOSE DOCUMENTS THAT PASS OBLIGATION AUTHORITY FROM ONE NAVY COMMAND TO ANOTHER.

1. APPORTIONMENT AND REAPPORTIONMENT SCHEDULES (DD 1105). These schedules are prepared by ASSTSECNAV (FM&C) and submitted to OMB via the Office of the Secretary of Defense (SECDEF) requesting apportionment or reapportionment. Approved apportionment or reapportionment schedules are returned to ASSTSECNAV (FM&C) via the Office of SECDEF. Copies of approved apportionments and reapportionments are forwarded by ASSTSECNAV (FM&C) to responsible/administering offices for information.

a. Records Created at ASSTSECNAV (FM&C) CMC (P&R).

Destroy when 7 years old.

b. Records created at Other Activities.

Destroy after expiration of appropriation.

2. APPROPRIATION WARRANTS. Appropriation warrants are prepared by the Department of the Treasury upon the enactment of a DOD Appropriation Act and forwarded to ASSTSECNAV (FM&C) who is the depository.

Destroy when 7 years old.

3. DON PROGRAM FUND ALLOCATIONS. These are various documents issued by ASSTSECNAV (FM&C) and other Navy activities which pass obligation authority

from one DON activity to another.

Destroy when 7 years old.

SSIC 7132

FINANCIAL PLANS AND OPERATING BUDGETS RECORDS

1. OPERATING BUDGET AND FINANCIAL FUNDS. Records submitted to major claimants providing operating funds for O&MN, O&MNR, and RPN.

Destroy when 6 years old.

SSIC 7133

REPROGRAMMING RECORDS

1. REPROGRAMMING ACTION (DD FORMS 1415-1, 1415-2, AND 1415-3). Records prepared by commands and offices and submitted to ASSTSECNAV (FM&C) requesting reprogramming of appropriated funds in accordance with current NAVCOMPTINST 7133.1. ASSTSECNAV (FM&C) notifies commands and offices when all necessary approvals are received.

Cut-off and transfer to nearest Federal Records Center (FRC) after expiration of appropriation.
Destroy 4 years after cut-off.

SSIC 7200-7299

DISBURSING RECORDS

SSIC 7200

GENERAL DISBURSING RECORDS

1. GENERAL CORRESPONDENCE FILES. Records relating to the execution of disbursing plans, policies, operations, and procedures. (Exclude Primary Program Correspondence filed under 7000.1.)

a. Navy Activities.

Destroy when 3 years old.

b. Marine Corps Activities.

Destroy when 3 years old.

SSIC 7210

PROCUREMENT, CUSTODY, AND DISPOSITION OF

FUNDS RECORDS

1. **RECORDS OF SAFEKEEPING DEPOSITS.** Records maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 27.

Destroy 2 years after all deposits have been withdrawn.

2. **ACCOUNTABLE POSITION RECORDS**

a. Copies of Requests. Copies submitted in accordance with FMR, Vol 5, Chap 02, for accountable positions, along with supporting documentation and copies of approval letters or denials maintained by the Defense Finance and Accounting Service (DFAS) servicing center.

Destroy when activity is disestablished.

b. Copies of Documentation Related to the Establishment of Accountable Positions. Records including original approval letters from the DFAS servicing center maintained by the activity to which the accountable position is assigned. Also include authorizations to hold cash at personal risk maintained in accordance with FMR, Vol 5, Chap 02.

Destroy when the accountable position is cancelled.

SSIC 7220

MILITARY PAY RECORDS

1. **JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) MILITARY PAY ACCOUNTS SUBSTANTIATING DOCUMENTS.** All documents substantiating pay account entitlements and related documents and certifications required to properly maintain military pay accounts exist in two forms, automated JUMPS input and Optical Character Recognition (OCR) JUMPS input. Automated JUMPS inputs are all original signature documents supporting data submitted via automated means to the DFAS, Cleveland, OH. This includes supporting documents which are defined as source documents used to provide input data into the authorized system and other documents required to support the action. OCR JUMPS inputs are copies of supporting data transmitted by mail to DFAS, Cleveland, OH. This includes supporting documents which provide input for and support the action.

a. Navy Shore Activities.

Transfer to FRC 2 years after the last day of the fiscal year in which the document was transmitted. Destroy 6 years and 3 months after the period covered.

b. Navy Afloat Activities.

Transfer to FRC when 1 year old or 90 days after disbursing officer detachment date, whichever is earlier. Destroy 6 years and 3 months after the period covered.

c. All Marine Corps Activities.

Transfer to FRC, 1500 E. Bannister Rd., Kansas City, MO 64131, when 3 years old. Destroy 6 years and 3 months after period covered by the account.

2. **COPIES OF LEAVE AND EARNING RECORDS.** Records held by disbursing offices and used in making payments.

a. Navy Activities.

File in Personal Financial Records (PFR). Destroy when 1 year old.

b. Marine Corps Activities.

Destroy 1 month after account is in balance.

3. **INDEX CARDS (OR OTHER FORMS) OF PAY AND PERSONAL FINANCIAL RECORDS.** Files maintained at disbursing offices and finance centers.

Destroy 1 year after final action entry.

4. **MILITARY PERSONNEL FINANCIAL RECORDS.**

a. Navy Activities.

Retain at DFAS, Cleveland, OH. Destroy after zero-balancing the account.

b. Marine Corps Activities.

Cut-off and transfer to FRC, 1500 E. Bannister Rd., Kansas City, MO 64131, 2 years after the year of separation. Destroy 6 years and 3 months after cut-off.

5. **MARINE CORPS REPORTS OF DRILLS AND ATTENDANCE.** Records used for pay disbursing

purposes.

Destroy when 3 years old.

SSIC 7230

CIVILIAN PAY RECORDS

1. **CIVILIAN PAYROLLS.** Payroll for personal services with covering payroll certification and summary supporting disbursing officer returns and labor roll summary.

Transfer to FRC when 2 years old. Destroy 6 years and 3 months after period covered.

SSIC 7240

PUBLIC VOUCHERS RECORDS

1. **PUBLIC VOUCHERS.** Voucher files. Copies of supply vouchers not covered elsewhere in part III of this manual. (See SSIC 7250 for copies required to support disbursing returns and SSIC 4280 for copies in contract or purchase order files.)

Destroy 3 years after the period of the account.

SSIC 7250

DISBURSING RECORDS, REPORTS AND RETURNS RECORDS

THESE RECORDS ARE ACCUMULATED BY DISBURSING OFFICERS, ASHORE AND AFLOAT, AS WELL AS CENTRAL AND ASSOCIATE DISBURSING OFFICERS.

1. **DISBURSING OFFICER ORIGINAL MONTHLY AND DAILY RETURNS AND RELATED REPORTS.** Reports, submitted in accordance with DOD Financial Management Regulation (DOD 7000.14R), Vol 5, Chap 20, held by designated Operating Locations (OPLOCS) and consolidated reports rendered by designated OPLOCS in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 20.

Transfer to FRC when 12 months old. Destroy 6 years and 3 months after period covered.

2. **DISBURSING OFFICER RETAINED RECORDS.** Files of monthly or daily returns and related reports, schedules, check records, and deposit records packaged in accordance with DOD Financial Management

Regulation (DOD 7000.14-R), Vol 5, Chap 21, and certification of settlement issued by the GAO.

a. Military Disbursing Officers.

Destroy locally 1 year after date of payment.

b. Civilian Disbursing Officers.

Destroy locally 1 year after date of payment.

3. **FACSIMILE SIGNATURE FILES.** Requisitions, receipts for signature plates, notices of issuance, specimen signatures, and related correspondence and paper maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 07.

Destroy after disestablishment of activity or transfer of individual concerned. (Destroy by burning or shredding.)

4. **UNDELIVERED CHECKS.** Control records reflecting final disposition (re mailing, release, or cancellation) of paychecks held or returned undelivered and maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 08.

Destroy locally 1 year after last recorded entry.

5. **PAYROLLS REQUIRED TO SUPPORT DISBURSING OFFICER RETURNS.**

Apply SSIC 7250.1 or 2, whichever is applicable.

SSIC 7251

SITE-AUDITED RETURNS RECORDS

1. **ACCOUNTABLE OFFICERS' FILES.**

a. Original or Ribbon Copy of Accounting Officers' Accounts. Records maintained for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. Site audit records include, but are not limited to, the Standard Forms (SF) listed. Also included are equivalent Navy forms which document the basic financial transaction as described above: SF 1034, Public Voucher for Purchases and Services Other Than Personal; SF

1047, Public Voucher for Refunds; SF 1069, Voucher for Allowances at Foreign Posts of Duty; SF 1080, Voucher for Transfers Between Appropriations and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits; SF 1096, Schedule of Voucher Deductions; SF 1098, Schedule of Canceled or Undelivered Checks; SF 1113, Public Voucher for Transportation Charges; OF 1129, Cashier Reimbursement Voucher and/or Accountability Report; SF 1145, Voucher for Payment Under Federal Tort Claims Act; SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee; SF 1156, Public Voucher for Fees and Mileage of Witness; SF 1218, Statement of Accountability (Foreign Service Account); SF 1219, Statement of Accountability; SF 1220, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts; and SF 1221, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account).

Destroy 6 years and 3 months after the period of the account.

b. Memoranda or Extra Copies of Accountable Officers Returns. Files include statements of transactions and accountability, and all supporting vouchers, schedules, and related papers.

Destroy 3 years after the period of the account.

2. **CIVILIAN PAY RECORDS**. Records which are subject to GAO on-site audit. (See also SSIC 7420.)

Apply SSIC 7251.1a.

SSIC 7270

RECEIPTS RECORDS

1. **CASH AND CASH RECEIPTS**. Records of collections and refunds maintained by disbursing officers or collections or sales agents or sales offices.

Destroy 4 years after period covered by the account.

SSIC 7280

REGIONAL CONSOLIDATION PROCEDURES RECORDS

THESE RECORDS ARE MAINTAINED IN CONNECTION WITH CONSOLIDATION PROCEDURES PERFORMED BY FLEET ACCOUNTING AND DISBURSING CENTERS OR BY HQ MARINE CORPS OR OTHER ACTIVITIES

DESIGNATED TO PERFORM CONSOLIDATION FUNCTIONS.

1. **STORES' RETURNS RECORDS**. Returns prepared or accumulated by consolidating offices including returns, reports, supporting vouchers, tapes or listings, and other related papers.

a. Consolidated Stores Returns.

Destroy when 3 years old.

b. Store Returns Maintained by Reporting Activities.

Apply SSIC 7323.1a or b.

2. **PLANT PROPERTY RETURNS**.

a. Ships' Stores' and Commissary Stores' Returns.

Destroy when 3 years old.

3. **ADVISORY NOTES**. Notes and related papers in connection with administrative audits accumulated by such activities as DFAS and other activities concerned with administrative audits.

a. Navy Activities.

Destroy when 2 years old.

b. Marine Corps Activities.

Destroy when 3 years old.

4. **ABSTRACT AND ALLOTMENT LISTINGS OF PUBLIC VOUCHERS AND LISTINGS OF EXPENDITURES**. (See SSIC 7302.6 for reporting activity copies.)

a. Daily Abstracts and Listings.

Destroy when 1 year old.

b. Monthly Abstracts and Listings.

Destroy when 3 years old.

c. Reporting Activity Copies.

Apply SSIC 7302.6.

SSIC 7300-7399

**APPROPRIATION, FUND, COST, AND PROPERTY
ACCOUNTING RECORDS**

SSIC 7300

**GENERAL APPROPRIATION, FUND, COST, AND
PROPERTY ACCOUNTING RECORDS**

THE RECORDS DESCRIBED IN THIS (7300) SERIES ARE ACCUMULATED THROUGHOUT THE DON BY ACTIVITIES AND OFFICES IN CONNECTION WITH THE FINANCIAL CONTROL OF MONIES APPROPRIATED, EXPENDED, AND COLLECTED, INCLUDING THE PERFORMANCE OF APPROPRIATION, FUND, COST, AND PROPERTY FINANCIAL ACCOUNTING FUNCTIONS.

1. **GENERAL CORRESPONDENCE FILES.** Records relating to appropriation, fund, cost, and property accounting. (Exclude primary program correspondence covered by SSIC 7000.1.)

Destroy when 3 years old.

2. **ACCOUNTING PROCEDURES ISSUANCES.** Instructions, manuals and other issuances providing guidance to naval activities concerning appropriation, fund, cost and property accounting procedures, with related background papers.

a. **Record Copy of Each Issuance, with all Revisions, Updates and Changes Accumulated by ASSTSECNAV (FM&C).**

Permanent. Transfer to WNRC in 2-year blocks when 1-2 years old. Offer to NARA in 10-year blocks when 20-30 years old.

b. **All Other Records, Including Background Papers Accumulated by ASSTSECNAV (FM&C).**

Destroy when superseded, obsolete, or no longer needed.

3. **MASTER GENERAL ACCOUNTS LEDGERS.** Ledgers maintained by ASSTSECNAV (FM&C) or by the Navy-wide finance network when central accounting functions for the department are performed. These ledgers show debit and credit entries and summarize DON expenditures of appropriated funds.

Destroy 6 years and 3 months after the close of fiscal year involved.

4. **GENERAL ALLOTMENT LEDGERS OPERATING**

BUDGET OF THE OFFICE OF ASSTSECNAV (FM&C). These and other general ledgers reflecting the overall control of allotments/operating budgets. These ledgers reflect the status of obligations and allotments under each authorized appropriation.

Destroy 6 years and 3 months after the close of fiscal year involved.

5. **POSTING MEDIA.** Records of ASSTSECNAV (FM&C) used subsidiary to the general accounts and allotment/operating budget ledgers.

Destroy when 3 years old.

6. **INTERFACING ACCOUNTING SYSTEMS.** Systems at DON level which provide overall accounting for the Navy and Marine Corps not provided by component systems and segments, including data on expenditures, collections, disbursements and reimbursements, billing and collecting for sales of stock funds and material with other Defense agencies and GSA, allocates programs and changes thereto, including data in the execution of the budget.

a. **Input Data Submitted to ASSTSECNAV (FM&C) from Responsible Accounting Offices.**

Destroy after three or more update cycles.

b. **Master or Historical File.**

Destroy in accordance with instructions applicable to hard copy.

c. **Output Data in Form of Reports to OSD and Treasury Department (COM or Paper).**

Apply appropriate paragraphs under SSIC 7300.

d. **Documentation.**

Destroy in accordance with related data systems.

7. **INTERFACING ACCOUNTING SYSTEMS.** Systems at responsible Navy and Marine Corps organization level which provide appropriation accounting and budgeting programming and expenditure information and budget execution.

a. **Input Data Submitted from Responsible Accounting Office to ASSTSECNAV (FM&C) Accounting Office.**

Destroy after three or more update cycles.

b. Master or Historical File.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data and Reports to ASSTSECNAV (FM&C), (COM or Paper).

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

8. INTERFACING AND ACTIVITY-UNIQUE ACCOUNTING SYSTEMS. Systems at responsible Navy and Marine Corps Headquarters level which perform major accounting and related reporting functions for Navy, i.e., Navy and Marine Corps Stock Fund consisting of accounting and reporting for Financial Inventory and Stock Fund allotments in commissary stores, ships stores, and hospitals.

a. Input Data.

Destroy after three or more update cycles.

b. Master and Historical Data.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data and Reports (COM and Paper).

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

9. INTERFACING AND ACTIVITY UNIQUE ACCOUNTING SYSTEMS. Systems below responsible Navy and Marine Corps Headquarters level, which perform major accounting and related reporting functions for the Navy and Marine Corps Industrial Fund consisting of financial operations for production engineering and logistic activities, Military Sealift Command, Shipyards, Public Works Centers, Naval Aviation Depots, NAVCOMTELCOMs and NAVCOMTELSTAs and research, development, test and evaluation operations. Includes depot level maintenance cost operations and weapon systems.

a. Input Data.

Destroy after three or more update cycles.

b. Master and Historical Data.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data and Reports (COM and Paper) to OSD and Other Agencies.

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

10. INTERFACING ACCOUNTING SYSTEMS. Systems below responsible ASSTSECNAV (FM&C) CMC (P&R) level for revolving trust funds, including grant aid, foreign military sales, foreign military training, transportation of material and revolving funds associated with the administration of Naval Academy midshipmen.

a. Input Data.

Destroy after three or more update cycles.

b. Master and Historical Data.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data and Reports to the Defense Security Assistance Agency (Machine-readable, COM and Paper).

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

SSIC 7301

APPROPRIATION ACCOUNTING RECORDS

BUREAU AND COMMAND-TYPE APPROPRIATION ACCOUNTING RECORDS DESCRIBED IN THIS (7301) PARAGRAPH ARE ACCUMULATED BY ORGANIZATIONAL UNITS OF THE NAVY AND MARINE CORPS (AT SHORE AND DEPARTMENTAL LEVELS) TO WHICH APPROPRIATIONS OR

SUBDIVISIONS THEREOF ARE ALLOCATED OR SUBALLOCATED. INCLUDED ARE BUREAU AND COMMAND-TYPE EXPENDITURE ACCOUNTING ACCUMULATED AT THE BUREAU AND COMMAND-TYPE LEVEL AND BY SHORE ACTIVITIES PERFORMING SUBALLOCATION (BUREAU AND COMMAND-TYPE) ACCOUNTING. THESE RECORDS (A) SUMMARIZE THE FINANCIAL STATUS OF ACTIVITY AND PROGRAM ALLOTMENT/OPERATING BUDGET, (B) REFLECT THE SPECIFIC SOURCE AND NATURE OF EXPENDITURES, (C) DETAIL THESE FINANCIAL TRANSACTIONS, AND (D) REFLECT IN BUREAU AND COMMAND-TYPE LEDGERS THE STATUS OF SPECIFIC BUDGET PROJECT OR ACTIVITY ALLOCATIONS.

EXCLUDED FROM THIS SERIES ARE NAVY CENTRAL APPROPRIATION ACCOUNTING RECORDS MAINTAINED BY THE OFFICE OF ASSTSECNAV (FM&C) OR THE DFAS. THE RECORDS THAT DOCUMENT NAVY'S OVERALL FISCAL AND ACCOUNTING PROCEDURES AND POLICIES AND REFLECT NAVY'S CENTRAL ACCOUNTING OPERATIONS ARE COVERED IN SSIC 7300.

1. ACTIVITY AND COMMAND-TYPE APPROPRIATION CONTROL LEDGERS. Ledgers maintained by responsible bureaus, commands, and offices for each appropriation under their financial cognizance or by shore activities responsible for suballocations.

a. Annual Appropriations.

Destroy when 4 years old.

b. Continuing Fiscal Year and Successor Appropriations.

Destroy 1 year after the account is closed out for accounting purposes.

2. BUDGET ACTIVITY CONTROL LEDGERS. Allotment, operating budget commitment, obligation, and expenditure summaries derived from the project control ledgers are posted to these activity control ledgers. (Ledger sheets are established for each budget activity.)

Apply SSIC 7301.1a or b, whichever is applicable.

3. PROJECT CONTROL LEDGERS. Records containing data posted from detailed registers of expenditures and allotments operating budget,

commitments, and obligations.

Apply SSIC 7301.1a or b, whichever is applicable.

4. GENERAL LEDGERS. Ledgers maintained for each allotment/operating budget.

Apply SSIC 7301.1a or b, whichever is applicable.

5. APPROPRIATION REPORTS. Reports on budget status (obligation basis), reports on budget execution, appropriation status by fiscal year program and subaccounts, reports on reimbursement, and similar reports.

Destroy 4 years after close of fiscal year involved.

6. FUNDS AUTHORIZATIONS. Detailed expenditure and reimbursement documents and obligation, commitment, expenditure, and reimbursement status reports prepared and/or received by bureaus, commands, and activities performing appropriation accounting functions. Include unfunded accounts receivable reports; funded accounts receivable reports; trial balance reports; reports on reimbursable orders; status of fund authorization reports, formerly allotment reports; reconciliation reports—expenditure/collections; allotment/suballotment authorizations; resource authorizations, project orders, and economy act orders and vouchers.

Destroy 1 year after completion of all budget projects under a particular budget activity.

7. MONTHLY STATEMENTS (LISTINGS). Records received from Accounting Authorization Activity (AAA) Navy Information Processing Centers include obligation and payment statements, schedules of legal obligations, summary statements of transactions by appropriation and subhead, and similar records.

Destroy 1 year after close of fiscal year in which statements are received.

8. DETAIL REGISTERS. Registers and listings reporting detailed disbursing transactions and adjustments to administering bureau, command, or activity. Include detail registers received from AAA Financial Information Processing Centers, consolidated detail registers prepared from AAA Financial Information Processing Centers, and summaries and other registers of the bureau, command-type, or activity.

Destroy when 4 years old.

9. SUMMARY REGISTERS. Registers, listings, or other records used to post to bureau appropriation control ledgers. Include such records as summary registers received from AAA Financial Information Processing Centers, consolidated summary registers prepared from AAA Financial Information Processing Centers, and summaries and other registers of responsible bureau, command-type, or activity.

Destroy when 3 years old.

10. DETAIL CARD AND TAPE RECORDS. Detailed tabulated punched card or taped (magnetic or other) records of expenditures and obligations used to support detailed registers received from AAA Financial Information Processing Centers and used to accumulate data for cost reports.

a. Detail Card Records. Detailed cards received from AAA Financial Information Processing Centers and summary detail cards prepared by administering bureaus, commands, or activities from AAA Financial Information Processing Centers cards and other detail cards of administering bureaus, command-type, or activities.

(1) Records whose data have been converted to punch or magnetic taped records.

Destroy after data has been transferred to tape and the resulting tapes have been balanced.

(2) All other records.

Destroy 6 months after processing.

b. Detail Tapes.

Destroy 6 months after processing. Destroy magnetic tapes by erasing data.

11. SUMMARY CARDS OR TAPE RECORDS. Summary tabulated punched cards or equivalent taped records of obligations and expenditures. These cards or tapes are used to support summary registers received from AAA Financial Information Processing Centers.

a. Summary Cards. Records received from AAA Financial Information Processing Centers, consolidated summary cards prepared by responsible bureau, command-type, or activity from Navy financial cards, and other summary cards of responsible bureau, command-type, or activity.

(1) Records whose data have been converted to punch or magnetic taped records.

Destroy after data has been transferred to tape and the resulting tape has been balanced.

(2) All other records.

Destroy when 1 year old.

b. Summary Tapes.

Destroy when 1 year old. Destroy magnetic tapes by erasing data.

12. TRIAL BALANCES. Copies of balances prepared monthly by bureaus and command-types after ledgers are closed and final annual trial balance submitted to the Office of ASSTSECNAV (FM&C), Central Accounting and Reporting Branch. These are used to balance bureau and command-type ledgers within each appropriation and to reconcile appropriation cash balances to master control accounts maintained by the Office of ASSTSECNAV (FM&C). (Information is also used as basis for reports required by Department of the Treasury and by administrative directives.)

a. ASSTSECNAV (FM&C) Copies.

Destroy when 4 years old.

b. All Other Copies.

Destroy when 2 years old.

13. COST ANALYSIS REPORTS. Cost data records accumulated by bureaus, commands, and activities in order to apply expenditures made from appropriated and other funds to the purpose or end use for which expended. These cost data records are accumulated from such documents as analysis of expenditures submitted by allottees, registers of public vouchers, military pay, labor, material issues, reimbursements, and miscellaneous adjustments. (Data is journalized by ASSTSECNAV (FM&C) to the master general ledger (see SSIC 7300) and used to prepare Navy's annual financial report.) Include such records as analysis of expenditures; analysis of appropriation charges (tabulated listing); analysis of appropriation reimbursements (tabulated listing); recapitulation--analysis of appropriation costs by expenditure account; recapitulation--analysis of appropriation reimbursement--by expenditure accounts; and recapitulation--analysis of appropriation statistical costs--by expenditure accounts.

Destroy 3 years after period covered.

14. INTERNAL ALLOTMENT OPERATING BUDGET ACCOUNTING RECORDS OF BUREAUS, COMMANDS, AND SHORE ACTIVITIES.

Apply SSICs 7302-7331, as appropriate.

SSIC 7302

FUND ACCOUNTING RECORDS

1. OBLIGATION DOCUMENTS. Requisitions and other documents used for obligating purposes and involved in the issue of stocks and materials and other prospective charges and related listings reflecting obligations and balances of funds.

a. Outstanding Copies. Records of requisitions and other commitment, obligation accounts receivable, and accounts payable documents.

Retain until no longer outstanding, then apply SSIC 7302.1b.

b. All Other Copies. Issue copies of material requisitions, adjustment documents, etc.

Destroy when 2 years old or 1 year after submission of final report of funds concerned, whichever is later.

2. ACCOUNT LEDGERS, JOURNALS, AND RECORDS. Ledger, journal, and record summaries of fiscal data used as posting and control media for accounting (fiscal) data.

a. Subsidiary Ledgers, Journals, and Records. Obligation, receipt, and expenditure ledgers; control ledgers; journal vouchers; reimbursable work order records; other records; and other subsidiary ledgers.

Destroy when 2 years old or 1 year after final report, whichever is later.

b. Trial Balance Ledgers. Records from which trial balances are prepared for submission to Navy finance network and bureaus, commands, and offices for posting to general ledgers.

Destroy when 2 years old or 1 year after final report, whichever is later.

c. General Accounts Ledgers. Records maintained by Navy finance network or Office of ASSTSECNAV (FM&C) (and by other activities and offices when trial

balances are not submitted to Navy finance network or departmental offices).

Destroy 6 years and 3 months after the close of the fiscal year involved.

3. INSPECTION REPORTS. Accounting copies on material received.

a. Reports Used for Matching with Vouchers. Matched inspection reports filed with disbursing officer vouchers.

Destroy 2 years after payment is made.

b. Other Accounting Copies of Inspection Reports.

Destroy when 1 year old.

4. MACHINE MATCHINGS OF VOUCHERS WITH INSPECTION REPORTS. Inspection report cards or other similar records matched with vouchers.

a. Monthly Unmatched Vouchers.

Destroy when superseded.

b. All Other Vouchers.

Destroy 1 year after matching.

5. VOUCHER FILES AND RELATED TABULATED LISTINGS.

a. Navy Financial Network Copies.

Destroy when 2 years old.

b. Vouchers Used in Store Returns.

Apply SSIC 7323.2.

c. Vouchers Covering Plant Account Items.

Apply SSIC 7321.5a or b.

d. All Other Vouchers.

Destroy when 2 years old.

6. ABSTRACTS OF VOUCHERS. Abstracts received from Navy finance network.

Destroy 1 year after date of payment.

7. SUMMARIES OF INVOICES.

Destroy 1 year after all invoices are matched against summary listings.

8. UNLIQUIDATED OBLIGATION/UNDELIVERED ORDER/FUND CONTROL FILES. Work papers, such as adding machine tapes, applicable notations, and other similar papers indicating that the activity has reviewed its unliquidated obligations/undelivered orders files and other fund control files.

Destroy when reviewed by internal audit or 1 year after final report, whichever is sooner.

9. CASH TRANSACTION REPORTING RECORDS. Records maintained to report cash transactions, such as imprest funds, to disbursing and fiscal officers.

Destroy when 2 years old.

10. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) OPERATIONAL FUNDS RECORDS (N1-NU-98-2 pending) *NOTE: Electronic version of records created by electronic mail or word-processing applications may be deleted when file copy is generated or when no longer needed for reference or updating.

a. NCIS Collection and Classification of Information (C&CI) Funds Files. Information on the expenditure of funds for expenses incurred in discharging assigned law enforcement and foreign counterintelligence duties not otherwise payable from DON funds. Included are vouchers, subvouchers and supporting information, records of advanced funds, voucher registers, reports, inspections, audits and other information relating to the use of C&CI funds. (*See above)

Destroy 5 years following the end of the fiscal year in which the actions occurred, except:

(1) Records of statement of agent officer's accounts and emergency/extraordinary expense expenditures held in field offices (absent any discrepancies):

Destroy after 3 years.

(2) Records of claims for confidential funds held in field offices (absent any discrepancies):

Destroy after 2 years.

b. NCIS Special Operations Funds (SOF).

Information on the use, administration, supervision, and control of certain funds with DON appropriations reserved for intelligence and related activities as set forth in NAVCRIMININST S5240.1 (current edition), and not otherwise payable from other DON funds. Included are records of SOF accounts, transactions, appointments, inspections, audits, original supporting documents and other information relating to the use of SOF. (*See above)

Destroy after audit by Naval Audit Service or 6 years 3 months following the end of the fiscal year in which the actions occurred, whichever is first.

SSIC 7303

ALLOTMENTS AND PROJECT ORDERS RECORDS

THE RECORDS DESCRIBED IN THIS (7303) PARAGRAPH RELATE TO ALLOTMENT/OPERATING BUDGET AUTHORIZATIONS, FUNDED REIMBURSABLE ORDERS, AND OTHER EXPENDITURES/DISBURSEMENTS RECORDS USED IN ACCUMULATING EXPENDITURES/DISBURSEMENTS AND ACCOUNTING DATA. THEY COVER RECORDS ACCUMULATED IN CONNECTION WITH ALLOTMENT/OPERATING BUDGET AUTHORIZATIONS AND EXPENDITURES/DISBURSEMENTS FOR THE MAINTENANCE AND CONSTRUCTION OF FACILITIES, SHIPS, AND OF AERONAUTICAL, ASTRONAUTICAL, ORDNANCE, AND OTHER MATERIALS. (SEE ALSO SSIC 7320.)

1. ALLOTMENT/OPERATING BUDGET/PROJECT ORDER/WORK REQUEST ECONOMY ACT ORDER FILES. Authorizations, Project Orders and Work Requests (such as NAVCOMPT 2275) and related work orders or production and service orders or requests, requisitions, or other obligating documents. Include Allotment-Suballotment Authorizations (NAVCOMPT 372) and Resource Authorization/Economy Act Orders (NAVCOMPT 2168-1).

Destroy when 4 years old or 1 year after completion of project, whichever is sooner.

2. ALLOTMENT/OPERATING BUDGET AND FUND AUTHORIZATION STATUS REPORTS. Appropriation allotment/operating budget and fund authorization status reports, Project Order/Work Request Economy Act Orders status report (such as NAVCOMPT 2193), and

other expenditures/disbursements and accounting reports reflecting the status of allotments/operating budgets (other than bureau and command-type accounting appropriation reports covered in SSIC 7301 and consolidated reports accumulated by the Office of ASSTSECNAV (FM&C) and covered in SSIC 7300).

Destroy 1 year after submission of final report.

SSIC 7310

COST ACCOUNTING RECORDS

THE RECORDS IN THIS (7310) SERIES ARE CREATED OR ACCUMULATED BY DEPARTMENTAL AND SHORE ACTIVITIES FOR COST ACCOUNTING PURPOSES AND REFLECT THEIR EXPENDITURES/DISBURSEMENTS AND RECEIPTS (COLLECTIONS). THESE RECORDS DOCUMENT DIRECT AND INDIRECT COSTS INCURRED IN THE PRODUCTION, ADMINISTRATION, OR PERFORMANCE OF ACTIVITY OR PROGRAM OPERATIONS. THEY CONSIST OF ACCOUNTING LEDGERS, FORMS, AND MACHINE RECORDS (CARDS, TABULATED LISTINGS, TAPE RECORDS, ETC.) USED TO ACCUMULATE COST DATA FOR USE IN ACCOUNTING (FISCAL) REPORTS AND RETURNS. (EXCLUDE BUREAU, COMMAND-TYPE, AND SUBALLOCATION APPROPRIATION ACCOUNTING RECORDS COVERED IN SSIC 7301 AND CONSOLIDATED CONTROL ACCOUNT RECORDS OF THE OFFICE OF ASSTSECNAV (FM&C).)

1. FORMS AND COST AND OTHER RELATED REPORTS USED IN THE ACCUMULATION OF RETURN COST DATA.

Destroy 3 years after cancellation or submission of final report, whichever is applicable.

2. SUBSIDIARY BOOKKEEPING RECORDS.

Journals of legal obligations/undelivered orders and payment ledgers and summary statement of transactions by appropriation and subhead.

a. Consolidating Activities Records. Records include but are not limited to Navy financial network or their equivalents.

Destroy when 3 years old.

b. Other Activities and Offices Records.

Destroy when 1 year old.

3. COST ACCOUNTING LEDGER AND RELATED FORMS.

a. Stock Class Ledgers.

Destroy when 2 years old.

b. All Other Ledgers and Related Forms.

Destroy when 1 year old.

4. JOB, LABOR, MATERIAL, AND COST DISTRIBUTION RECORDS. Job cards and labor material and cost distribution records (cards, electric accounting machine (EAM) punched cards, tapes, and other records) used for cost accounting and statistical purposes.

a. Detail Labor Material and Cost Cards.

(1) When hard stub is not used.

Destroy when 3 months old or when listings have been prepared and verified, whichever is later.

(2) When hard stub is used.

Destroy when 1 year old.

b. Summary Job and Cost Distribution Cards, Tapes, or Other Records.

(1) Standing orders.

Destroy 3 months after close of fiscal year in which orders are completed, or when summary listings have been prepared and verified, whichever is later.

(2) Other than standing orders.

Destroy 3 months after completion of job or project, or when summary listings have been prepared and verified, whichever is later.

(3) Daily labor distribution data.

Destroy 3 months after completion of project.

c. Summary Records. Labor cost, cards, tapes, or other records.

(1) Standing orders.

Destroy 3 months after end of fiscal year in which the order is completed.

- (2) Other than standing orders.

Destroy 3 months after completion of project.

5. MACHINE RECORDS USED AS POSTING MEDIA.
Records used for cost accounting reports data.

- a. Detail Stores Returns. Returns and other detail cards and taped records.

Destroy after completion and verification of final listings or reports.

- b. Summary Stores Returns. Returns and other summary cards and taped records.

Destroy after completion and verification of final listings and reports.

- c. Tabulated Listings.

Destroy when 1 year old.

6. TABULATED DATA FOR SPECIAL FISCAL PURPOSES. Records such as unmatched summary invoice files and unmatched invoices from other supply officers.

Destroy 1 year after matching or other adjustments are made.

7. RECEIPT AND EXPENDITURE/DISBURSEMENT. Receipt, expenditure, and disbursement records with related requisitions and tabulated (punched) or other card or taped records. Used for cost accounting purposes and involved in the transfer of material between supply officers and in end-use expenditures.

- a. Invoices and Requisitions.

- (1) When used as expenditure records to end-use expenditure accounts.

Destroy when 2 years old.

- (2) When used as receipt invoices.

Destroy 2 years after invoices have been matched with summaries of adjustment invoices.

- (3) When used and reported as expenditures to other supply offices (end-use invoice (one copy only)).

Destroy when 2 years old.

- (4) Receiving activities' summaries of invoices.

Destroy 2 years after summaries have been matched with receipt or adjustment invoices.

- (5) Accounts receivable paid bills file when accounts receivable ledgers are maintained in the fiscal office.

Destroy 2 years after date of collection.

- (6) All other copies.

Destroy when 1 year old.

- b. Tabulated Reports or Listings. Receipts, expenditures, and other cost accounting reports.

Destroy when 3 years old.

- c. EAM Tabulated (Punched) Cards. Punched cards or other mechanized source records used in connection with processing and preparing of items described in SSIC 7310.7a-b.

Destroy when superseded or obsolete.

SSIC 7312

COST CLASSIFICATIONS RECORDS

1. **DETAIL RECORDS.** Records of expenditures/ collections and pertinent reports maintained by offices, bureaus, and commands.

Submit to DFAS (Cleveland) for consideration and preparation of Navy-wide reports. DFAS will destroy detail records when 3 years old.

2. **NAVY-WIDE REPORTS.** Consolidated reports prepared by DFAS.

Destroy when 3 years old.

SSIC 7320

PROPERTY ACCOUNTING RECORDS

1. **PROPERTY ACCOUNTING RECORDS INCLUDE CORRESPONDENCE, REPORTS, AND RELATED RECORDS CONCERNING THE OPERATION AND ADMINISTRATION OF PROPERTY ACCOUNTING FUNCTIONS.**

a. Authorized Selling Activities.

Destroy when 5 years old.

b. All Other Activities.

Destroy when 2 years old.

SSIC 7321

PLANT PROPERTY ACCOUNTING RECORDS

1. **PROPERTY RECORD CARDS.** Property cards and property disposition reports, other similar reports, and related papers.

Destroy when superseded, or 2 years after property is reported, whichever is earlier.

2. **CHANGE ORDERS.** Property record card change orders for Class 3 property.

Destroy when 3 months old.

3. **INCIDENTAL RECORDS.** Files used for plant property accounting purposes.

Destroy 1 year after equipment item is removed from the plant property account of the activity.

4. **PLANT ACCOUNT REPORTS.** Records such as Reconciliation of Plant Account, NAVCOMPT 167, and related papers.

Destroy when 2 years old.

5. **VOUCHERS.** Records covering plant account items and related papers.

a. Navy Activities.

Destroy 1 year after applied to plant property record cards.

b. Marine Corps Activities.

Destroy 3 years after close of fiscal year.

6. **PLANT PROPERTY RETURNS.**

Apply SSIC 7330.5.

7. **SURVEY RECORDS.** Records used to substantiate entries to plant property accounts (exclusive of those for Class 1 and 2 property which are to be retained).

Destroy 3 years after close of fiscal year.

SSIC 7322

MINOR PROPERTY IN USE RECORDS

1. **CUSTODY RECEIPTS.** Receipts for issues and loaned equipment and other similar records.

Destroy when material or equipment is returned.

SSIC 7323

STORES ACCOUNTS RECORDS

THESE RECORDS ARE MAINTAINED TO PROVIDE PERSONAL ACCOUNTABILITY FOR THE RECEIPT AND CUSTODY OF EQUIPMENT AND MATERIALS AND TO PROVIDE DATA ON THE MONETARY VALUES OF MATERIALS. THEY ARE USED TO POST REPORTS AND RETURNS CONSOLIDATED BY FLEET ACCOUNTING AND DISBURSING CENTERS.

1. **STORES RETURNS AND REPORTS.** Records including consolidated subsistence, clothing, and related returns, ships stores and commissary store returns, other returns, and related store account papers.

a. Navy Activities.

Destroy when 3 years old.

b. Marine Corps Activities.

Destroy when 3 years old.

2. **ABSTRACTED VOUCHERS, SUMMARY INVOICES, AND RECEIPT DOCUMENTS USED IN STORE RETURNS.**

Place in completed file after matching. Destroy completed file when 2 years old.

3. **RECEIPT AND EXPENDITURE INVOICES AND REQUISITIONS.** Listings (including tape printouts thereof) used to support stores returns and involved in the transfer of material between supply officers and in end-use expenditures. (See also SSIC 7310.7.)

Destroy when 2 years old.

4. **RECORDS, INCLUDING BILLING CARDS, LISTINGS, AND TAPES.**

Destroy when 2 years old.

SSIC 7330

ACCOUNTING REPORTS AND RETURNS RECORDS

1. **FOREIGN CURRENCY REPORTS.** Reports, listings, and related correspondence submitted to the Navy and Marine Corps Finance Centers by all disbursing officers handling foreign currency in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 16. Reports required by the Department of the Treasury are prepared from these submissions.

Destroy when 6 years and 3 months old.

2. **REPORTS OF DISBURSEMENT AND COLLECTIONS.** Messages, listings, and related correspondence submitted to the applicable Fleet Accounting and Finance Center (FAFC) for Navy and Marine Corps Finance Center for the Marine Corps by all afloat and foreign disbursing officers in accordance with Vol. 4, Ch. 7. Reports required by ASSTSECNAV (FM&C) are prepared from these submissions.

Destroy when 2 years old.

3. **LIMITED DEPOSITARY CHECKING ACCOUNTS.** Accountable officer's depository checking account returns showing all transactions in the account for each month. These records are submitted to the applicable FAFC for the Navy and Marine Corps Finance Centers for the Marine Corps in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 14. The accountable officer's depository checking account returns are consolidated with disbursing officer's financial returns.

Destroy 6 years and 3 months after period covered.

4. **REPORTS, LISTINGS, AND CORRESPONDENCE.** Copies of consolidated reports, listings, and related correspondence submitted to the Department of the Treasury and the Office of ASSTSECNAV (FM&C).

Destroy when 3 years old.

5. **PERIODIC (FINANCIAL) ACCOUNTING RETURNS.** Files include financial statements, stores returns reports, reconciliations, summaries and recapitulation of receipts and expenditures, and gains and losses which are made to the Marine Corps Finance Center or HQMC.

Destroy when 2 years old.

SSIC 7331

INDUSTRIAL ACCOUNTING REPORTS AND RETURNS RECORDS

1. **RETURNS AND REPORTS.** Records provided to the Fleet Accounting and Disbursing Center, HQMC, other departmental bureaus and offices, or to other cognizant higher authority, including financial statements, reconciliations, summaries, and recapitulations of receipts and expenditures, and gains and losses (receipts and issues). (Exclude records covered under SSIC 7630.1.)

Destroy when 2 years old.

2. **MASTER NAVY INDUSTRIAL FUND (NIF) LEDGERS.**

Cut off at end of fiscal year. Destroy 10 years after cut off.

3. **COMMERCIAL CASH OPERATING BUDGETS.** Quarterly or other periodic estimated cash budgets and related papers.

Destroy when 1 year old.

SSIC 7400-7499

PAY ADMINISTRATION AND PAYROLL AND LABOR ACCOUNTING RECORDS

THE RECORDS IN THIS (7400-7499) SERIES ARE ACCUMULATED BY ACTIVITIES AND OFFICES RESPONSIBLE FOR THE ADMINISTRATION OF CIVILIAN AND MILITARY PAY. THEY INCLUDE NOT ONLY PAY ADMINISTRATION RECORDS, PAYROLLS, PAYROLL AUTHORIZATIONS AND CONTROLS, AND PAYROLL ACCOUNTING RECORDS, BUT ALSO RECORDS INCIDENTAL TO THE PAYROLLING PROCESS, SUCH AS TAX WITHHOLDING RECORDS.

SSIC 7400

GENERAL PAY ADMINISTRATION AND PAYROLL AND LABOR ACCOUNTING RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Records relating to the pay administration and payroll preparation and processing. (Exclude primary program correspondence covered by SSIC 7000.1.)

Destroy when 2 years old.

SSIC 7401

TAX WITHHOLDING RECORDS

1. EXEMPTION CERTIFICATES.

Destroy 4 years after period covered by related account.

2. STATEMENT FOR CIVILIAN AND MILITARY PERSONNEL. Reports of federal taxes withheld and related papers.

a. Records Relating to Military Personnel.

Destroy when 4 years old.

b. Records Relating to Civilian Personnel.

Destroy when 4 years old.

3. ADP WITHHOLDING TAX RECORDS AND FICA CARDS FOR RESERVE ACTIVITIES.

Destroy 3 months after preparation of W-2 forms.

SSIC 7410

CIVILIAN LABOR ACCOUNTING RECORDS

1. LABOR COST ACCOUNTING RECORDS.

Apply SSIC 7310.4.

2. CIVILIAN PAY ACCOUNTING RECORDS.

Apply SSIC 7420.

SSIC 7420

CIVILIAN PAYROLL ACCOUNTING RECORDS

THESE RECORDS ARE ACCUMULATED IN THE PERFORMANCE OF CIVILIAN PAY ADMINISTRATION AND ACCOUNTING FUNCTIONS AND ARE USED TO COLLECT PAY AND EARNINGS DATA. ANY RECORDS CREATED PRIOR TO 1 JANUARY 1921 MUST BE OFFERED TO NARA.

1. SITE-AUDITED RECORDS.

Apply SSIC 7251.1a.

2. PAYROLL CONTROL REGISTERS AND RELATED RECORDS. Payroll control records and all

subsidiary (supporting) documents, including weekly and biweekly payroll work sheets or cards or rough payrolls in other forms; data processing printouts and audit trails that are used in reconciling data with payroll control records. (Exclude time cards covered in SSIC 7421.2.)

a. If On-Site Audit is Performed.

Destroy after GAO audit or when 3 years old, whichever is sooner.

b. If No On-Site Audit is Performed.

Destroy after GAO audit or when 3 years old, whichever is sooner.

3. CIVILIAN PAYROLLS. Payrolls (NAVCOMPT 485), Checklists and related Certification Sheets, such as NAVCOMPT 1128 or equivalent.

a. Accounting Copies Only.

Cut off at end of fiscal year. Transfer to NPRC (CPR), 111 Winnebago St., St. Louis, MO 63118, when 3 years old. Destroy when 10 years old.

b. Information Copies.

Destroy when 1 year old.

4. FORMS USED IN ACCUMULATING CIVILIAN PERSONNEL COST AND PAYROLL DATA. Distribution tally sheets, muster check or other process cards, payroll messages, and other related or similar papers or cards.

Destroy when 1 year old.

5. SUMMARY INDIVIDUAL EARNING RECORDS. Leave record cards and related listings and summary card records of individual leave and earnings and retirement pay (such as individual earnings and retirement deduction records); service cards, individual leave record cards, or their equivalents.

a. Individual Earning Records. Such as NAVCOMPT 485, Payroll for Personal Services.

(1) If on-site audit is performed.

Transfer 2 years after GAO on-site audit to NPRC (CPR), 111 Winnebago St., St. Louis, MO 63118. Destroy earnings records 56 years after date of last entry.

- (2) If no on-site audit is performed.

Transfer to NPRC (CPR) when 3 years old. NPRC will destroy 56 years after date of last entry.

b. Leave Records.

- (1) Leave record cards.

Destroy when 3 years old.

- (2) SF 1150.

File original copy on right side of Official Personnel Folder (OPF). Destroy payroll copy after 3 years.

6. FORMS AND REPORTS RELATING TO DEATH OR RETIREMENT OF CIVILIAN PERSONNEL.
Retirement registers and other registers or summaries of personnel actions and statements of unpaid wages. (Exclude individual retirement records which are to be forwarded to the OPM.

a. Register of Separations and Transfers (SF 2807).

Destroy when 3 years old.

b. Other Records.

Destroy when 3 years old.

7. CIVILIAN PERSONNEL STATISTICAL REPORTS.
Copies of reports (such as reports of civilian personnel on board by appropriation, etc.) relating to civilian personnel and submitted to the Office of ASSTSECNAV (FM&C) or other higher authority.

Destroy when 2 years old.

8. REPORTS OF INSURANCE DEDUCTIONS AND RELATED RECORDS.

Destroy when 6 years old.

9. INTERFACING AND ACTIVITY-UNIQUE SYSTEMS. Responsible Navy and Marine Corps systems which provide accounting records maintenance and payroll services for Navy and Marine Corps civilian employees and contracted civilian employees, world-wide, including related savings bond accounting services.

a. Input Data.

Destroy after three or more update cycles.

b. Master and Historical Data.

Destroy in accordance with instructions applicable to hard copy.

c. User-oriented Output Data Including Reports, Payrolls and Related Output (Machine-readable, COM and Paper).

Apply appropriate paragraphs under SSIC 7300.

d. Documentation.

Destroy in accordance with related data systems.

SSIC 7421

PAY AUTHORIZATIONS AND CONTROLS RECORDS

1. PAY AUTHORIZATION RECORDS.

a. Individual Pay Authorizations. Records relating to individual pay authorizations, deductions, and adjustments for civilian employees. Include notification of personnel actions, payroll change slips, work or overtime authorizations, and other documents used in the payroll accounting process and used to support individual pay actions. (Exclude copies of these records maintained in civilian personnel offices and covered in Chapter 12 and waivers of life insurance coverage and income tax withholding receipts and statements covered in SSIC 7401.)

Destroy when 3 years old or audited by GAO, whichever is earlier.

b. Group Pay Authorization. Records relating to group pay authorizations and adjustments, including group work, additional pay, and overtime authorizations.

- (1) If on-site audit is performed.

Destroy after on-site audit has been completed by GAO or when superseded, whichever is earlier.

- (2) If no on-site audit is performed.

Destroy when 4 years old or superseded, whichever is earlier.

c. Levy and Garnishment Files. Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slips, work papers, correspondence, release and other forms, and other records relating to charge against

retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.

Destroy when 3 years old.

2. CIVILIAN EMPLOYEE TIME CARDS. Time cards, sign-in/sign-out sheets, Leave Authorizations (SF-71), and related records accumulated for accounting purposes.

Destroy when 3 years old.

3. LOCAL CONTROL RECORDS AND WORKING PAPERS.

Destroy when 3 months old.

SSIC 7430-7439

MILITARY PAYROLL ACCOUNTING RECORDS

THE RECORDS IN THIS (7430-7439) SERIES ARE RELATED TO MILITARY PAYROLL ACCOUNTING RECORDS AND INCLUDE ALLOWANCES AND ACCOUNTS RECORDS. THESE RECORDS ARE ACCUMULATED IN THE PERFORMANCE OF MILITARY PAY ADMINISTRATION AND ACCOUNTING FUNCTIONS, INCLUDING CENTRALIZED COMPUTATION, ACCOUNTING, AND REVIEW OPERATIONS PERFORMED BY DFAS, CLEVELAND, OH, AND DFAS, KANSAS CITY, MO.

SSIC 7430

1. GENERAL CORRESPONDENCE FILES. Records relating to the administration of military pay computation, accounting, and review functions. (Exclude primary program correspondence covered by SSIC 7000.1.)

Destroy when 2 years old.

2. COMPUTER MAINTAINED MASTER MILITARY PAY ACCOUNTS (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.)

a. Microform of Actions Occurring on the MMPA Produced Monthly and Consolidated Semiannually. Some actions appear on monthly MMPA histories which do not appear on the semiannual consolidations and some actions appear on semiannual consolidations which do not

appear on the monthly MMPA histories. (Microfiche title: MMPA HISTORY.)

(1) Original monthly microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 75 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Original semiannual microform.

Apply SSIC 7430.3a(1).

b. Original Microform of Changes to MMPA Caused by Member Charged with Unauthorized Absence or Receiving a Court Memorandum. (Microfiche title: 6/7 HISTORY.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

c. Microfilm (Including Cross Reference Index) of Original OCR Documents Effecting Changes to the MMPA. (Index microfilm titles: JOCR DOC DON IND, JOCR FOC SSN IND, J-PAY.)

(1) Original OCR document microform.

After verification of microform, destroy OCR documents and transfer the microfilm to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Original index microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

d. Microform List. Files include cross reference index and incorrect OCR input documents manually

corrected at DFAS on a cathode ray tube (CRT) showing incorrect and correct entries. (Microfiche titles: AUDIT TRL LIST, AUD TRL INDX.)

- (1) Original monthly microform list.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

- (2) Original semiannual microform index.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

- (3) Quarterly microform index.

Destroy when 3 months old.

e. Automated Format. Files include tabulating cards, magnetic tapes, and related data effecting changes to the MMPA submitted to DFAS by disbursing officer in lieu of OCR documents.

Destroy 30 days after data is entered in system.

f. Microform of Field Automated Data as Described in Paragraph 7430.3e. (Microfiche title: FAD.)

Transfer original microform to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

g. Non-OCR Documents Effecting Changes to the MMPA Sent to DFAS by Disbursing Officers or Originated within DFAS.

- (1) Original documents.

Microfilm and destroy upon verification of microfilm.

- (2) Microform.

Apply SSIC 7430.3f.

h. Personal Financial Records Containing Disbursing Officers' Copies of Leave and Earning Statements, Miscellaneous Memoranda Records, and Other Documents. Files forwarded to DFAS Cleveland or DFAS Kansas City by disbursing officers in accordance with PAYPERSMAN, NAVSO P-3050, Part 9.

- (1) Navy activities.

Forward to DFAS. DFAS will destroy 90 days after separation account is in balance.

- (2) Marine Corp activities.

Forward to MARCORFINCEN. MARCORFINCEN will destroy 90 days after separation account is in balance.

i. Microform of Documents and Correspondence. Files include cross reference index providing data not received on OCR documents (see SSIC 7430.3a) or by automated input (see SSIC 7430.3h) which support changes to the MMPA or which must be maintained for other legal purposes, such as disclosure accounting under the Privacy Act of 1974. (Index microfiche titles: JLPS CURRENT, JLPS HISTORY.)

- (1) Original JLPS CURRENT microform.

Destroy when JLPS history is received.

- (2) JLPS HISTORY microform.

Transfer to FRC when 1 year old. Destroy when 6 years and 3 months old.

j. Original Microform of Allotment Account List. (Microfiche title: ACCT LIST.)

Destroy when 6 years old.

k. Microform of Allotment Starts and Stops Produced Weekly (Microfiche title: MASTERLIST) and

Consolidated Monthly (Microfiche title: M MASTERLIST)

- (1) Original monthly microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

- (2) Original weekly microform.

Destroy when 6 months old.

l. Microform of History of Discontinued Allotments. Files produced monthly, quarterly, and consolidated annually by DFAS. (Microfiche title: HISTORY.)

- (1) Annual original microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy 56 years after transfer.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

- (2) Quarterly original microform.

Destroy when annual original microform is produced.

- (3) Monthly original microform.

Destroy when quarterly microfilm is provided.

m. Microform of Machine and Typewritten Listings.

(1) Machine or typewritten listing of foreign civilian checks issued, spoiled savings bonds, blanket allotment checks issued, and checks cancelled and included as supporting documents for financial returns.

Transfer to FRC when 1 year old. Destroy when 6 years old.

(2) Machine listing of various type blanket allotment payments produced for each blanket allotment payee and forwarded with check to blanket payee.

Transfer to FRC when 1 year old. Destroy when 6 years old.

n. Machine Listings of Various Individual and Blanket Allotment Payments. Files including copies of listing described in SSIC 7430.3m used for internal reference and control purposes.

Destroy when 1 year old or purpose is served, whichever is earlier.

o. Microform (Including Cross Reference Index) of Monthly Leave and Earnings Statements Showing Current Status of Member's MMPA. (Microform title: DATA LES and INDEX LES.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

p. Microform of Commanding Officer's Leave Listings Showing Authorized Leave Taken by Each Member in Commanding Officer's Unit. (Microform title: CO LEAVE LIST.)

Destroy when 1 year old.

q. Microform Pay Tables Files. Microform of current authorized military pay and allowance schedule for active duty Navy members held at the DFAS Cleveland and Marine Corps active duty members held at the DFAS Kansas City. (Original microform master.)

- (1) Navy activities.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. FRC will destroy 6 years and 3 months after period covered by the account.

3. MANUALLY MAINTAINED PAY ACCOUNTS OF ACTIVE DUTY NAVY MEMBERS. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.)

a. Case Jackets Containing Regularly and Intermittently Closed Military Pay Records Transferred to DFAS in Accordance with NAVSO P-3069, and Related Claims and Correspondence.

(1) Case jackets pertaining to separated, discharged, or deceased members.

- (a) Records created prior to 1974.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439. Destroy 10 years after receipt.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(b) Records created during and after 1974.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after close of calendar year in which member was separated, discharged, or deceased. Destroy 10 years after member's separation, discharge, or death, whichever is applicable.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Case jackets pertaining to members on active duty when converted to JUMPS.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 18 months after conversion of all Navy members to JUMPS. Destroy 10 years after members conversion to JUMPS.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Records of Receipt and Internal Distribution of Military Pay Records.

Destroy when 2 years old.

c. Microfilm of Regularly and Intermittently Closed Military Pay Records. Files include cross reference index for pay records closed in 1976. (Index microfiche title: SERPAY INDEX.)

Transfer original microfilm to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 56 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

d. Microform Copies of Mustering Out Payment Vouchers. Mustering out pay is specifically authorized by Congress immediately following certain major conflicts such as World War II and the Korean Conflict.

Destroy when 6 years old.

e. Records of Deposits and Withdrawals to Military Savings Deposit Program Accounts. All military savings deposit accounts, except those Missing-in-Action (MIA), were closed out in 1974 by law.

Cut-off and transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 3 years after last Vietnam era MIA account is reconciled. Destroy 6 years after cut-off.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

f. Tabulating Cards, Machine Listings of Accounts, and Correspondence Related to Periodic Reconciliation of Allotment Payments and Pay Record Checkages.

Retain until all operations for the succeeding reconciliation period are completed. Destroy records from previous reconciliation period. Destroy records of final reconciliation when 1 year old.

g. Case Jackets of Supporting Documents and Correspondence Related to Allotments Which Became Inactive Prior to 1971 Held at FRC, Mechanicsburg, PA.

Destroy immediately.

h. Microform Summary List of All Retroactive Payments Made to Active Duty Members Under Executive Order 11778 Held at FRC, Dayton, OH (Produced 1975).

Destroy when 10 years and 3 months old.

i. Microform of Executive Order 11778 Retroactive Pay Entitlement Notification Post Cards. Cards mailed to former active duty members but returned as undeliverable (produced 1975)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. Destroy 10 years after transfer.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

j. Microform Summary List of All Retroactive Variable Reenlistment Bonus (VRB) Payments. Payments made in accordance with Supreme Court Decision 76-413 of 13 June 1977.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439. Destroy 10 years after transfer.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

k. Allotment and Family Allowance Account Files for Navy Personnel. Consolidated individual case files consisting of applications, authorizations, records of adjustments, overpayments, collections, suspensions, stoppages of payments, documentary evidence, and related papers and correspondence concerned with the individual account.

Retire to FRC 1 year after close of calendar year in which member was discharged, retired, or deceased. Destroy 6 years and three months after close.

4. PAY RELATED RECORDS FOR ACTIVE AND INACTIVE NAVAL RESERVE MEMBERS. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence.

a. Hard Copy Pay Records, When Produced, and Related Supporting Documentation. Items filed in individual account case jackets of members receiving Naval Reserve Drill Pay (NRDP), Naval Reserve Officers Training Corps (NROTC), Armed Forces Health Profession Scholarships Program (AFHPSP), or Active Duty for Training (ACDUTRA) payments.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after member's separation, graduation, disenrollment, or death. Destroy 6 years and 3 months after member's separation, graduation, disenrollment, or death, whichever is applicable.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Reserve Unit Personnel and Performance Reports (RUPPERT) Certifying Reserve Member's Attendance at Drills. (Last produced February 1978.)

Destroy when 6 years and 3 months old.

c. Microform (Including Cross Reference Index) of Input Documents Certifying Reserve Member's Attendance at Drills Under the Reserve Field Reporting System (RESFIRST). (First produced March 1978.) (Index microform title: RESFIRST INDEX.)

(1) Document microform.

Destroy when 6 years old.

(2) Cross reference index microform.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

d. Microform of NRDP Account Pay Items for Active and Discontinued Accounts. (Microform titles: NRDP MASTER, NRDP LOSSES.)

Transfer original microfilm to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy original microfilm when 56 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

e. Original Documents Submitted by Member to Claim Uniform Allowances Under 37 U.S.C. 415 or 416 and Related Correspondence. These records are filed alphabetically within year of payment.

Destroy 6 years and 3 months after payment.

f. Tabulating Cards (Including Microfilm Copies) of Uniform Allowances Certified by Naval Reserve Personnel Center and Paid by DFAS Under 37 U.S.C. 415 or 416. These are prepared from uniform allowance claims submitted by naval reservists (see SSIC 7430.5e) and held at DFAS for reference and control purposes.

(1) Tabulation cards.

File in 4-year increments, then microfilm. Destroy when oldest card is 8 years old.

(2) Original microform.

Cut-off and transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy 21 years after cut-off.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

5. PAY RELATED RECORDS FOR ACTIVE AND

CLOSED RETIRED/RETAINER ACCOUNTS. Files containing retired/retainer pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence.

a. Supporting Documentation Filed in Individual Case Jackets of Navy or National Oceanographic and Atmospheric Administration (NOAA) Members Receiving Retired or Retainer Pay or Veterans Administration (VA) Compensation or Case Jackets of Accounts Considered Closed (Deceased or Inactive).

(1) No annuity elected.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after final settlement. Destroy 6 years and 3 months after final settlement.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

(2) Annuity elected.

Apply SSIC 7430.7.

b. Original Microform of Active Retired/Retainer Account Pay and Related Items. (Microform title: RET PAY MASTER.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 56 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

c. Original Microform List of Special Adjustments Made to VA Compensation Accounts as a Result of Congressional Actions. (Microform title: VA MASTERBLOCK.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years and 3 months old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

d. Original Microform of Retired/Retainer Accounts Temporarily Suspended. (Microform title: SUSPENSE ROLL.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH

45439, when 1 year old. Destroy when 6 years and 3 months old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

e. Tabulating Card Index of Inactive Retired/Retainer Accounts.

Destroy 6 years and 3 months after final settlement of account.

f. Original Microform of Record of Employment Required to be Filed with DFAS.

Destroy when 20 years old.

6. PAY RELATED RECORDS FOR ACTIVE AND CLOSED RETIRED/RETAINER ANNUITY ACCOUNTS. Accounts containing annuity pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence.

a. Supporting Documentation Filed in Individual Case Jackets of Annuitants Receiving Survivor Benefit Plan (SBP), Minimum Income Widow (MIW), or Retired Serviceman's Family Protection Plan (RSFPP) Annuities or Case Jackets of Accounts Considered Closed (Deceased or Inactive).

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after final settlement. Destroy 6 years and 3 months after final settlement.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Microform of Changes to Each Direct Remittance SBP Account. Changes caused by periodic percentage cost of living increases in annuities. (Microfiche title: SBP DIR REMIT.) (Original Microform.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy original microfilm when 6 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

c. Microform List of SBP Limited Period Eligibility Notifications. Lists mailed to previously unenrolled

retirees (produced September 1972) (Microform title: SBP NOTICE) held at FRC, DAYTON, OH. (Original microform.)

Destroy when 56 years old.

7. CHECKS AND ELECTRONIC FUNDS (EFT'S) ISSUED TO INDIVIDUAL AND BLANKET ALLOTTEES, ACTIVE DUTY SERVICE MEMBERS, RESERVISTS, RETIRED/RETAINER MEMBERS, AND ANNUITANTS

a. Microfilm List (Includes Cross Reference Index) of Mechanically Issued Checks and EFT's. (Microfiche titles: A CHECKS, AR CHECKS, A CHIL XREF, X CHECK, X CHK XREF, T CHECK, T CHK XREF, R CHECK, RCHK XREF, ANNUITY CHECK, ANNUITY XREF, HS CHK, HS CHK XREF, EFT HIST. (Original microfilm.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years and 3 months old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Microfilm of Manually Issued Checks. (Original microfilm.)

Destroy when 6 years old.

c. Microfilm List of Checks and Bonds Returned to DFAS for Various Reasons (RCB fiche)

Apply SSIC 7430.8a.

8. MONTHLY REPORTS OF CONTINUED RETIRED/RETAINER PAY AND ANNUITANT ELIGIBILITY. These are cards submitted monthly to DFAS by certain retired members and annuitants to establish their continued eligibility to receive retired/retainer pay or annuity.

Destroy when 6 months old.

9. RECORDS OF WITHHOLDING AND REPORTING OF FEDERAL, STATE, OR LOCAL INCOME TAX FOR RECIPIENTS OF ACTIVE DUTY, RESERVE, RETIRED, RETAINER, OR ANNUITY PAYMENTS. Records consisting of quarterly and annual records (returns) to Internal Revenue Service and state or local taxing authorities of income taxes withheld, related correspondence necessary to transmit or reconcile

reports, microform list of wage and tax data (IRS W-2) (Microform titles: NRDP W2-S, RET PAY W2-S), and wage and tax statements returned as undeliverable to employees.

Destroy when 4 years old.

10. RECORDS OF WITHHOLDING AND REPORTING TO SOCIAL SECURITY ADMINISTRATION (SSA) FEDERAL INSURANCE CONTRIBUTION ACT (FICA) TAXES FOR RECIPIENTS OF ACTIVE DUTY OR RESERVE MILITARY PAY.

a. Copies of Documents Accompanying Periodic Automated Reporting to SSA, Copies of Adjustment Actions, and Related Listings and Correspondence

Destroy when 4 years old.

b. Microform Listing of Periodic Automated Reports sent to SSA. (Microfiche title: FICA HISTORY.)

(1) Applicable to FICA taxes withheld on or prior to 31 December 1976.

Destroy when 80 years old.

(2) Applicable to FICA taxes withheld on or after 1 January 1977.

Destroy when 35 years old.

11. RECORDS OF COLLECTION AND TRANSMITTAL OF PREMIUMS FOR NATIONAL SERVICE LIFE INSURANCE (NSLI).

a. Machine Listings of NSLI Allotment Starts and Stops.

Destroy when 6 months old.

b. Machine Listing of All Monthly Allotments for NSLI.

Destroy when 6 months old.

c. Microform of Machine Listings Described in SSIC 7430.12a and b.

Destroy when 56 years old.

12. RECORDS OF COLLECTION AND TRANSMITTAL OF PREMIUMS FOR SERVICEMAN'S GROUP LIFE INSURANCE (SGLI).

a. Copy of Payment Voucher Accompanying Check to VA and Related Correspondence. This is a consolidated payment which does not list each member's contribution.

Destroy 2 years after check is sent to VA.

b. SGLI Claims and Correspondence Concerning Naval Reservists in a Drill Pay or Non-Drill Pay Status.

Destroy when 6 years and 3 months old.

c. Microform of Master SGLI Account List and Microfilm of Losses to Master SGLI Account List for Naval Reservists in a Non-drill Pay Status. (Microfilm titles: NR SGLI MASTER, NR SGLI LOSSES.) (original microfilm.)

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 56 years old.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

13. RECORDS OF COLLECTION OR ATTEMPTED COLLECTION OF INDEBTEDNESS DUE TO OVERPAYMENT OF MILITARY PAY, ALLOWANCES, ALLOTMENTS, RESERVE PAY, OR RETIRED/RETAINER PAY MADE BY NAVY DISBURSING OFFICERS.

a. Inactive Member Case Jackets of Documents Initiating Indebtedness Collection Action, Correspondence, and Payment Records. Files on which further collection action has been terminated, but which are not paid in full.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after collection action is terminated. Destroy 6 years and 3 months after collection action is terminated.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

b. Inactive Member Case Jackets of Documents Initiating Indebtedness Collection Action and Member Case Jackets of Documents Initiating Indebtedness Collection Action, Correspondence, and Payment Records for Which a Request for Waiver of Indebtedness has been Filed Under Provisions of 10 U.S.C. 6161 and 10 U.S.C. 2774.

Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after final action (waiver determination for refund). Destroy 6 years and 3 months after final action.

Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.

c. Microfilm List (Including Cross Reference) of Active Indebtedness Accounts Showing Actions Taken During Previous Month. (Microfiche title: A/R MASTER, A/R NAME SSN, A/R SSN NAME.)

Destroy when 6 months old.

14. RECORDS OF PAYMENT OF FEDERAL HOUSING ADMINISTRATION (FHA) MORTGAGE INSURANCE PREMIUMS FOR ACTIVE DUTY NAVY MEMBERS UNDER PL 83-560.

a. Member's Case Jackets Containing Copies of Certifications of Eligibility, Certificates of Termination, and Certifications of Continued Ownership, and Related Papers and Correspondence.

Destroy 3 years after termination of entitlement to payments.

b. Account Tabulating Card Used to Prepare Various Machine Listings of FIIA Mortgage Insurance Accounts. (See also SSIC 7430.15a.)

Transfer to member's case jacket when entitlement to payment terminates.

c. ADP Machine Listings of Certifications of Continued Ownership Used for Control Purposes.

Destroy when 2 years old.

d. ADP Machine Listing of FIIA Payment Starts and Stops by Month.

Destroy when 3 years old.

e. Copies of FIIA Payment and Refund Vouchers. Destroy when 3 years old.

15. NAVY MILITARY PAY FINANCIAL REPORTS. Machine listing reports showing prior and projected military pay expenditures by type and associated correspondence which are provided to higher authority for budget and appropriation management (accrual

accounting) purposes.

Destroy copies 4 years after transmittal of originals to higher authority.

16. ANALYSIS AND REPORTING OF DISBURSING AND ADMINISTRATIVE OFFICE ERRORS IN SUBMITTING INPUT TO THE AUTOMATED JUMPS PAY SYSTEM (FIELD ERROR ANALYSIS REPORTING SYSTEM). Files consisting of machine listing of statistics by disbursing station symbol number and unit identification code reflecting data submission errors with related correspondence.

Destroy when 1 year old.

17. MASTER FILE OF UNIT IDENTIFICATION CODES (UIC) AND DISBURSING STATION SYMBOL NUMBERS (DSSN) WITH MAILING ADDRESSES.

a. Monthly Microfilm of Activity Master File. (Microform title: AMF.)

Destroy when 1 month old.

b. Post Cards and Correspondence Effecting Changes to the Activity Master File. Files which are submitted to DFAS by disbursing officers in accordance with PAYPERSMAN (NAVSO P-3050, Part 9).

Destroy when 1 year old.

SSIC 7500-7599

AUDITING RECORDS

SSIC 7500

GENERAL AUDITING RECORDS

RECORDS ACCUMULATED DURING THE PLANNING AND EXECUTION OF THE NAVY AUDIT PROGRAM INCLUDING AUDITS PERFORMED BY THE NAVAL AUDIT SERVICE (NAVAUDSVC), INTERNAL REVIEW STAFFS, MANPOWER AUDIT BOARDS OR AREA AUDITORS, AND RECORDS ACCUMULATED BY NAVY ACTIVITIES AS A DIRECT RESULT OF AUDIT AGENCIES EXTERNAL TO THE NAVY WILL BE HANDLED IN ACCORDANCE WITH PROVISIONS OF THIS (7500-7599) SERIES.

1. GENERAL CORRESPONDENCE FILES. Records

relating to the operation and administration of audit or internal review functions. (Exclude primary program records covered in SSIC 7500.1.)

Destroy when 2 years old.

2. INTERNAL AUDIT CONTROL RECORDS. Records maintained as a control of activities or functions subject to Navy audit or review.

Destroy when superseded or cancelled.

3. INTERNAL MANAGEMENT REPORTS. Reports and files maintained for review and analysis of audit operations and for performance of audit planning.

Destroy when 2 years old or no longer needed for audit analysis or planning, whichever is earlier.

4. AUDITORS' TIME AND ASSIGNMENT RECORDS. NAVAUDSVC individuals' biweekly time records, audit assignment letters, and other related local forms.

Destroy when 2 years old.

5. AUDIT PRECEDENT FILES. Cards, indexes, or other records summarizing and/or indexing important decisions relating to contract audit or internal audit matters, such as "Unallowable Costs," "Contract Audit Decisions" briefs, and decisions of review boards, the Comptroller General of the U.S., and others.

a. Navy Activities.

Submit SF-115 following the guidelines of Part II, paragraph 4.

b. Marine Corps Activities.

Submit SF-115 following the guidelines of Part II, paragraph 4.

SSIC 7501

REVIEWS AND SURVEYS CONDUCTED BY THE GAO RECORDS

1. COPIES OF REVIEWS AND SURVEYS OF THE GAO.

a. Action Offices.

Destroy when no longer needed, incorporated into report, or terminated, whichever is earlier.

b. Information Offices.

Destroy when no longer needed.

c. ASSTSECNAV (FM&C) (FMO-31)

Incorporate into master file (7501.2C) when report is issued. If terminated, retain on board for 3 years, then destroy.

2. COPIES OF REPORTS. Reports issued as a result of survey or review, distributed to action office(s), collateral action office(s), and to other DON offices for information.

a. Action Offices.

Destroy when 3 years old.

b. Information Offices.

Destroy when no longer needed for reference.

c. ASSTSECNAV (FM&C) (FMO-31) Comprehensive Case File on Each GAO Report.

Transfer to WNRC when 3 years old. Destroy when 6 years old.

d. Draft Reports.

Destroy upon receipt of final reports.

SSIC 7502

AUDITS CONDUCTED BY THE DOD ASSISTANT INSPECTOR GENERAL (AUDIT) RECORDS

1. COPIES OF REVIEWS, SURVEYS, ANNOUNCEMENTS AND REPORTS. Files distributed to action office(s), collateral action office(s), and to other DON offices for information.

Apply SSIC 7501.

SSIC 7510-7549

INTERNAL AUDITING RECORDS

SSIC 7510

GENERAL INTERNAL AUDITING MATTERS

1. INTERNAL AUDIT.

a. General Correspondence Files. Records relating to the implementation and operation of internal audit programs. Announcement letters, research topics, point papers, audit fact sheets, brief sheets, etc.

Destroy when 3 years old.

b. Guidance on Recruiting, Career Development, and Staff Management of Auditors.

Destroy when no longer required for reference.

2. MANAGEMENT INFORMATION SYSTEMS REPORTS. Reports generated from machine-readable information (i.e., DLSIE) systems which track all planned, ongoing, suspended, cancelled and closed audits. Also tracks the status of significant, unsolved, open and closed findings of internal audits.

a. Textual Reports.

Destroy when no longer required for reference.

b. Keyword Indices.

Destroy when no longer required for reference.

SSIC 7511

AUDIT SCHEDULES/AUDIT PLANNING

1. AUDIT SCHEDULES AND PLANNING DOCUMENTS. Audit plans and schedules produced during the audit scheduling process, as required by SECNAVINST 7510.7E.

a. Plans. This category would include documents such as the Annual Audit Plan, Internal Audit Plan, Audit Plan change form, etc.

Destroy when 3 years old or when no longer required for reference.

b. Research. Correspondence relating to audit topic research.

Destroy when 3 years old or when no longer required for reference.

c. Suggestions. Audit suggestions and requests for audits.

Destroy when 3 years old or when no longer required for reference.

SSIC 7520

INTERNAL AUDIT PROCEDURES AND POLICY

1. **AUDIT PROCEDURES AND POLICY.** Instructions, directives, notices, guidance letters, changes and other documents used in promulgating audit policies and procedures required to perform performance and financial audits.

Destroy when superseded or no longer required for reference.

SSIC 7540-7549

INTERNAL AUDIT REPORTS AND RECORDS

1. **INTERNAL AUDIT REPORTS AND RECORDS.** Reports, correspondence and working papers generated from periodic and continuous reviews of disbursing; multi-location project management; special appropriations and funds; commercial activities; morale, welfare and recreation; and audit assist efforts for other audit agencies.

a. **Official Audit Reports and Files.** Published Audit Reports, working papers prepared in accordance with GAO standards, correspondence, concurrences, comments, revisions, and audit follow-up correspondence, submitted to the commanding officer, the immediate supervisor in command, bureau command, or other authorities.

Permanent. Transfer to WNRC when 3 years old. Transfer to NARA in 5-year blocks when 20 years old.

b. **Unofficial Reports and Audit Files Maintained by the Audit Agency.** Correspondence, drafts, point papers reports, revisions, Audit Review guide, audit programs, utilization drafts, recommendations, audit follow-up, brief sheets, work papers, and reports. Classified reports, working papers, correspondence and file must be disposed of in accordance with OPNAVINST 5510.1 Series.

Destroy 3 years after audit report publication or 2 years after all recommendations are closed, whichever is later.

c. **Informational Copies of Reports of Audits Performed by Other Activities or Offices and Received**

for Reference or Informational Purposes Only. Reports, correspondence, charts, listings, received as reference or informational material from outside activities.

Destroy when superseded or no longer required for reference, whichever is earlier.

2. **OTHER AUDIT REPORTS.** Files concerning other agency audit reports such as Survey and Investigations, Staff (S&IS House Appropriations Committee (IIAC)), and other reports not covered in SSIC 7540.1.

Destroy 3 years after audit report publication or 2 years after all recommendations are closed, whichever is later.

3. **AUDITORS' WORKING PAPERS.** Papers prepared in accordance with GAO audit standards and assembled during the course of internal audits or reviews at Navy and Marine Corps activities. (These papers or other documentation prepared or accumulated to assist the auditor in evaluating fiscal operations and to support auditor's findings and recommendations as presented in formal audit reports. These papers are not normally released.)

Destroy 3 years after audit report publication or 2 years after all recommendations are closed, whichever is later.

SSIC 7549

1. **MANAGEMENT CONSULTING.** Reports and associated correspondence related to providing management consulting services to all levels of DON.

Destroy when 5 years old.

SSIC 7560-7599

CONTRACT AUDITING RECORDS

SSIC 7560

GENERAL CONTRACT AUDITING RECORDS

1. **GENERAL CORRESPONDENCE FILES.** Files, studies, and other records relating to the execution of contract audit programs. (Exclude primary program correspondence filed under SSIC 7000.1.)

Destroy when 3 years old.

2. **REPORTS AND WORKING PAPERS RELATED TO SPECIAL STUDIES** performed to evaluate the

effectiveness of contract audit support of procurement.
(Use SSIC 7000.1 for special studies accumulated by
ASSTSECNAV (FM&C).

Destroy when no longer needed for reference.

3. EVALUATIONS of GAO reports and proposed responses which involve contract audit or cost accounting practices.

Destroy report copies, evaluations, and proposed responses after all action and coordination have been completed and the documents are no longer required for reference.

4. SPECIAL CORRESPONDENCE. Correspondence with OSD, industry groups, university groups, and public accounting firms on matters affecting the pricing or costing of contracts or the auditing of costs incurred or proposed thereunder.

Destroy when no longer needed for reference.

5. CONTRACT CASE FILES MAINTAINED BY CONTRACT AUDITORS. Copies of contracts, subcontracts, and amendments and changes thereto, letters of intent, and correspondence relating directly to the contract document or to changes and amendments thereto, involving cost-type, cost-plus-fixed-fee, fixed-price incentive, and fixed-price redeterminable contracts.

Destroy 3 years after submission of contract audit closing statement.

6. PUBLIC VOUCHER FILES. Contract auditors' copies of vouchers filed by contractors and numerically thereunder by contract number.

Destroy when 3 years old.

7. VOUCHER REGISTERS. Summary records of voucher transactions used for contract audit purposes and maintained by contract auditors.

Destroy when 3 years old.

SSIC 7561

CONTRACTORS' CONTROLS AND PROCEDURES RECORDS

1. COMPANY CORRESPONDENCE FILES MAINTAINED BY CONTRACT AUDITORS. Alphabetical files of copies of correspondence with

individual companies.

Destroy when 6 years old or information is no longer required for current audit purposes, whichever is later.

2. SURVEY OF CONTRACTORS INTERNAL CONTROLS AND ACCOUNTING PROCEDURES.

Destroy 2 years after submission of contract audit closing statement under the contract or when no longer required for audit purposes, whichever is later.

SSIC 7562-7577

ACCOUNTING RULINGS, PRECEDENTS, AND DECISIONS RECORDS (RESERVED)

SSIC 7580

CONTRACT AUDIT REPORTS RECORDS

1. CONTRACT AUDIT REPORTS. Reports not specifically covered elsewhere in SSICs 7560-7599. Audit reports and all documents comprising a part thereof and related correspondence and working papers. Records include such reports as contract audit closing statements, advisory accounting reports, and reports or special audits and cross servicing audit assignments.

a. **Preparing Activity Copies.** Copies of reports maintained by activities and offices performing the contract audit including working papers used in developing reports and other related papers and correspondence.

Destroy 2 years after submission of contract audit closing statement or advisory accounting report.

b. **Official Report Maintained by Systems Commands**

Destroy when 5 years old.

c. **All Other Copies.** Files including reference copies of reports of other activities or agencies that are received or maintained for information or reference purposes only.

Destroy when superseded or no longer needed for reference, whichever is earlier.

2. CONTRACT AUDIT WORKING PAPERS.

a. Working Papers Prepared in Conjunction with Audit Reports.

Dispose of at the same time and in the same manner as related contracts.

b. Working Papers and Reference Material Pertaining to a Specific Contractor.

Destroy when superseded or obsolete (e.g., company becomes defunct, contractor's controls and systems are revised or superseded, or contractor no longer performs contracts for the federal government).

SSIC 7581-7584

PRE-AWARD SURVEY RECORDS (RESERVED)

SSIC 7585

GENERAL ACCOUNTING OFFICE REPORTS RECORDS.

1. GAO REPORTS. (See also SSIC 7501.)

Destroy 10 years after the close of the fiscal year involved.

SSIC 7590

CONTRACT AUDIT COST PRINCIPLES RECORDS

1. GENERAL CORRESPONDENCE. Records related to amortization and depreciation, research and development expenses, retirement and profit-sharing plans, premium pay, state and local taxes, and rental expenses. (Exclude primary program correspondence filed under SSIC 7000.1.)

Destroy when 3 years old.

SSIC 7600-7699

INDUSTRIAL FUND FINANCING RECORDS

SSIC 7600

GENERAL INDUSTRIAL FUND FINANCING RECORDS

THESE RECORDS ARE ACCUMULATED BY INDUSTRIAL OR COMMERCIAL-TYPE ACTIVITIES, INCLUDING THE GUARANTEED LOAN FUND, SPECIFICALLY DESIGNATED BY SECNAV AS AN INDUSTRIAL FUNDED ACTIVITY SUBJECT TO SITE

AUDIT BY THE GAO. THE RECORDS ARE ACCUMULATED BY THESE ACTIVITIES IN CONNECTION WITH THEIR UTILIZATION OF FUNDS IN PAYMENT FOR COSTS OR SERVICES, REPAIR, MANUFACTURE, ETC., ORIGINAL DISBURSEMENT RECORDS ARE RETAINED AT THE SITE OF OPERATIONS WHERE THEY ARE SITE AUDITED BY GAO. THE ORIGINAL RETURNS ARE HELD ON BOARD LONG ENOUGH TO SATISFY NAVY AND MARINE CORPS ADMINISTRATIVE NEEDS AND THE AUDIT REQUIREMENTS OF GAO. SPECIAL INSTRUCTIONS FOR THESE ORIGINAL DISBURSING RECORDS OF INDUSTRIAL FUNDED ACTIVITIES ARE CONTAINED IN SSIC 7251. IN ADDITION, CHARTERS, COMMERCIAL BUDGETS, AND OTHER FINANCIAL RECORDS PECULIAR TO INDUSTRIAL FUNDED ACTIVITIES ARE LISTED IN THIS (7600-7699) SERIES. APPLY PERTINENT SUBJECT MATTER PROVISIONS THROUGHOUT THIS MANUAL TO OTHER RECORDS OF INDUSTRIAL ACTIVITIES.

1. GENERAL CORRESPONDENCE FILES. Records relating to the internal administration, and operation of industrial or commercial fund financing operations. (Exclude primary program correspondence filed under 7000.1.)

Destroy 3 years following close of the fiscal year involved.

SSIC 7610

CHARTERS RECORDS

1. CHARTERS OF NAVAL INDUSTRIAL FUND OR COMMERCIAL-TYPE ACTIVITIES.

a. Master Charters Maintained at Departmental or Command Levels and Related Papers.

Permanent. Transfer to FRC when activity is disestablished or industrial financing is withdrawn. Offer to NARA when 20 years old or upon disestablishment, whichever is later.

b. Industrial Activities Official File Copies.

Destroy when activity is disestablished.

c. Other Copies.

Destroy when superseded, cancelled, or when purpose is served, whichever is earlier.

SSIC 7620

CASH ALLOCATIONS RECORDS

1. CASH ALLOCATION RECORDS. Letters of allocation and related files.

Destroy 3 years following close of the fiscal year involved.

SSIC 7630

FINANCIAL CONDITION RECORDS

1. PERIODIC FINANCIAL STATEMENT OF NAVY INDUSTRIAL FUND OR COMMERCIAL-TYPE ACTIVITIES.

a. Periodic Statements Received by ASSTSECNAV (FM&C).

- (1) Annual statements.

Permanent. Transfer to WNRC 3 years after close of fiscal year involved. Offer to NARA in 10-year blocks when 20-30 years old.

- (2) All others.

Destroy when 6 years and 3 months old.

b. Statement Received and/or Prepared by Departments, Bureaus, and Offices or Other Cognizant Activities for Submission to ASSTSECNAV (FM&C)

Destroy when 4 years old.

c. Copies Maintained by Other Submitting Activities.

Destroy when 2 years old.

2. COMMERCIAL CASH BUDGETS, OPERATING AND ESTIMATED, TOGETHER WITH BACK-UP REPORTS AND DATA.

Destroy 1 year after close of fiscal year covered.

SSIC 7640

INCOME AND EXPENSE RECORDS

1. GENERAL LEDGERS OF NAVAL INDUSTRIAL FUND ACTIVITIES. Summary records of activity's financial transactions (manual or mechanized).

Destroy 10 years after close of fiscal year involved, as provided in SSIC 7331.2.

2. SUBSIDIARY ACCOUNTING LEDGERS.

Accounting ledger records subsidiary to and used as control and posting media to the general ledger. These consist of such documents as cash receipt and disbursement ledgers, issue and turn-in ledgers, voucher registers, journal vouchers, materials on order ledgers, etc.

Destroy 4 years after close of fiscal year involved.

3. ORIGINAL NAVAL INDUSTRIAL FUND DISBURSING RETURNS.

Destroy 6 years and 3 months after the period of the return.

4. OTHER INCOME AND EXPENDITURE RECORDS.

Apply provision for similar non-industrial fund financial management records throughout this chapter.

SSIC 7650

DEFENSE BUSINESS OPERATIONS FUND (DBOF) (FORMERLY NAVY AND MARINE CORPS INDUSTRIAL FUND) RECORD (NAVCOMPT MANUAL, VOLUME 5)

1. MASTER FILE. Master file consisting of one copy with changes and revisions.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20-25 years old in 5 year blocks.

2. OTHER COPIES.

Destroy when superseded, cancelled, or no longer needed for operating or reference purposes, whichever is earlier.

SSIC 7670

WORKING CAPITAL FUND REGULATIONS RECORDS

1. CORRESPONDENCE RELATED TO CHANGES, REVISIONS, AND CLARIFICATION OF NAVCOMPT MANUAL, VOL. 5

Destroy when 3 years old.

SSIC 7700-7799

PROGRESS AND STATISTICAL REPORTING
RECORDS

SSIC 7700

GENERAL PROGRESS AND STATISTICAL
REPORTING PROGRAM

1. **STATISTICAL DATA FILES.** Data systems created by DON in response to report requirements by DOD and other Federal government agencies. Data collected at ASSTSECNAV (FM&C) CMC (P&R) for further dissemination on subjects such as status of reserve components, active duty military personnel casualties, personnel distributions, financial and budget data, payroll outlays, RDT&E activities and the International Balance of Payments and Flow of Gold.

a. Guidance Documents Received from OSD
Specifying Policies and Procedures to be Followed in the
Preparation and Submission of Reports.

Destroy 6 months after superseded, or no longer needed.

b. Input Data from Navy and Marine Corps
Components.

Destroy after third update cycle.

c. Master and Historical Data Files.

Submit SF 115.

(1) RDT&E.

Submit SF 115.

(2) Military personnel data.

Submit SF 115.

(3) Status of reserves components data.

Submit SF 115.

(4) International Balance of Payments data.

Submit SF 115.

(5) Flow of Gold data.

Submit SF 115.

(6) Civilian personnel data.

Destroy 6 months after superseded, obsolete or no longer needed.

(7) Payroll outlay data.

Destroy 6 months after superseded, obsolete or no longer needed.

(8) Financial and budget data.

Destroy 6 months after superseded, obsolete or no longer needed.

(9) All other data.

Submit SF 115.

d. Output Reports to DOD and Other Federal
Government Agencies.

Apply appropriate paragraphs for applicable hard copy.

e. Documentation.

Destroy in accordance with related data systems.

SSIC 7710

POLICIES RECORDS

Apply SSICs 7000 and 7700.

SSIC 7720

PROCEDURES RECORDS

Apply SSIC 7700.

SSIC 7800-7899

CONTRACT AND SPECIAL FINANCING RECORDS

SSIC 7800

GENERAL CONTRACT AND SPECIAL FINANCING
RECORDS

1. **CONTRACTORS' PAYROLL FILES.** Construction

SECNAVINST 5212.5D
22 April 1998

**contracts submitted in accordance with Labor
Department regulations with related certifications, anti-
kickback affidavits, and other related papers.**

**Destroy 3 years after date of completion of contract
or until contract performance is subject to
enforcement action, whichever is later.**

SSIC 7900-7999

EEO RESOURCES MANAGEMENT RECORDS
(RESERVED)